

## CHAPTER 10 MATERIAL ACCEPTANCE PROCESSING DD FORM 250 PROCEDURES

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## CHAPTER 10 MATERIAL ACCEPTANCE PROCESSING DD FORM 250 PROCEDURES

### 1.10.1 CHAPTER OVERVIEW

This chapter provides detailed input procedures for the processing of the DD Form 250 as it applies to the Defense Contract Management Command (DCMC).

#### 1.10.1.1 PURPOSE AND SCOPE

To establish standard operating procedures and responsibilities for processing shipment and acceptance. The service provided by the CAO is vital to the timely and accurate payment of contractors as well as to a host of other information resources such as delivery, shipping and acceptance. Timely and accurate input of the DD Form 250 is essential to the contract management process.

#### 1.10.1.2 POLICY

a. The procedures and instructions contained herein are for personnel located at the CAO's. The CAO is responsible for processing source acceptance documents and the shipment side of a destination acceptance DD Form 250. The CAO will process DD Form 250's expeditiously, preferably within 24 hours after receipt (Reference DoD 4000.25-5-M). DFAS-CO will only process source DD Form 250's for Missing Components. DD Form 250's will be input by CAOs, with the exception of initial input via Vendor Direct Input (VDI) and Electronic Data Interchange (EDI). In the case of VDI/EDI, the CAO is responsible for verifying the contractor's submissions against hard copy DD Form 250's prior to its transmittal to the DMC.

b. The CAO will research all related ADP output products including but not limited to UNMC140A, Recycling Awaiting Actions, UNMC160A, Missing Partial List, UNMA360A Overrun/Underrun, UNMC01 (formerly UYFD17) Invoice Awaiting Origin, with priority placed on the UNMC140A and the UNMC01.

c. For Internal control and prompt payment entitlement purposes, all DD Form 250's will be date stamped immediately upon receipt at the CAO.

d. The contractor is responsible for the preparation and distribution of the DD Form 250. The contractor must forward the DD Form 250 with source acceptance and the shipped copies for destination acceptance to the appropriate Contract Administration Office (CAO). CAO personnel will not alter DD Form 250's to facilitate processing.

e. DD Form 250 will be filed by terminal digit and maintained in a centralized location separate from the official contract file.

f. File folders involving Foreign Military Sales shipments should be marked FMS for possible 10 year retention.

g. When the contract is closed (Section 5), annotate folder if over \$25,000, move DD Form 250 folder to closed file area and file by terminal digit until the end of that Calendar Year. At the end of the Calendar year, box files, separated by over/under \$25,000 and retire to the applicable federal records center for their ultimate disposal as indicated below:

(1) Contracts more than \$25,000 destroy 6 years 3 months after date of purge.

(2) Contracts less than \$25,000 destroy 3 years after date of purge.

h. In accordance with DFARS Appendix F, F-401, the Contract Administration Office (CAO) copy of the DD Form 250 should be retained in accordance with above guidelines.

#### 1.10.1.3 BACKGROUND

a. Successful processing of DD Form 250's is dependent upon accurate MOCAS data. The efficiency of payment is directly related to the accuracy of the database. Accuracy and the integrity of the database is of utmost importance since it is the basis for contractor entitlement.

b. Timely distribution of computer generated reports is essential to research rejected DD Form 250 or other conditions that could delay the payment/close-out process.

c. When a signed destination DD Form 250 is received at the CAO, ensure shipment side is input, then forward copy to DFAS for processing of Destination Acceptance.

d. The official CAO copy of the DD Form 250 should be forwarded to the area of operations assigned the input function.

e. Incorrect/incomplete DD Form 250 should be returned by letter to the contractor, with a copy to the Government Technical Specialist, within 7 days of receipt due to prompt payment and cash management program.

f. The source document for shipment data input is the DD Form 250. The preparation and distribution is fully explained in DFARS, Appendix F.

g. Due to relaxed MOCAS validation, contracts converted from other systems can have DD Form 250 processed without schedules present.

#### 1.10.2 DEFINITIONS

a. DD Form 250 - Material Inspection and Receiving Report, multiple purpose shipping document, used for inspection and acceptance of goods or services, and a basis for payment.

b. DD Form 1716 - Contract Data Package Recommendation Deficiency Report is utilized to notify ACO/PCO of contractual document deficiencies.

c. ADRS - Address File. The purpose of the ADRS is to provide address and locally assigned attribute data (ACO/IS/CMAs/PA Codes) for Commercial and Government Entity Code (CAGE) and DoD Activity Address Code (DoDAAC).

d. CHAIN CODE - A system generated code displayed on Screen CT5840 indicating the current status of the shipment record. Current codes are: P - processed record; R - record on recycle list awaiting research and/or correction; Q - a record released from recycle after six months; M - record which was released from recycling; Z - A deleted shipment record.

e. DDL - Daily Delivery List is a report that is generated displaying DD Form 250s processed from the previous day.

f. DARTS - Destination Acceptance Reporting Tracking System provides for Automatic generation of first and second followups for destination acceptances which are not received in a timely manner; also provides for the automatic recording and updating of the LISSR upon receipt of destination acceptance. Processing the shipped portion of the CAO copy on a destination acceptance DD Form 250 updates the LISSR shipped portion and generates the initial inspection/acceptance alert (PK5) which establishes the DARTS Master.

g. DEDB - DATA ENTRY DATA BASE is a mirror image of the host database awaiting summary edit processing.

h. FASST - Functional and System Support Team. For the purposes of this procedure, FASST are a team of MOCAS knowledgeable individuals who can assist you in resolving DD250 problems and who have access to the restricted function of recycle release. FASS Teams are located in Atlanta, Boston, Chicago, Cleveland, Los Angeles, and Philadelphia

i. FORCE-THRU CODES - Codes that permit the user to either override validation of certain fields or force the DD Form 250 onto the recycle list, depending on the data field involved. Commonly used force through codes are:

<u>Code</u>	<u>Forces thru errors in field:</u>
Y	PIIN
Y	SPIIN
Y	CLIN
Y	Unit of Measure
Y	Acceptance Code
Y	Ship To
Y	Mark For
Y	MILSTRIP
Y	FOB

Code

Forces thru errors in field:

H  
T

NSN  
Qty (when NSN field is forced-  
thru) Qty (when NSN was NOT  
forced thru).

Force thru codes of H, T, and P will not place the document on recycle; nor will a Y in the FOB field if nothing else is forced thru.

j. LISSR - Line Item Schedule and Shipment Records.

k. MAAPR - Material Acceptance and Accounts Payable Report. System generated as a result of DD Form 250 processing that is matched up with an invoice for payment, used only by DFAS.

l. MAPAD - Military Assistance Program Address Directory is a six position code that contains the addresses of country representatives, freight forwarders and customers-within-country required for releasing Foreign Military Sales (FMS) and Military Assistance Program (MAP) Grant Aid shipments, and addresses required for forwarding of related documents.

m. MAPAC - Military Assistance Program Address Code is six positions and selected from various data fields of the requisition.

n. MILSCAP - Military Standard Contract Administration Procedures (4000.25-5-M), defines DoD's electronic transmission of data.

o. RECYCLING RECORD - A DD 250 transaction that did not meet MOCAS validation requirements, and therefore, did not update the LISSR. These recycling records appear on the DD Form 250 Recycling Awaiting Actions Report (UNMC140A).

p. SERVICE LINE ITEM - A function performed by the contractor (e.g. engineering services, training hours) which does not produce a hardware item, normally as one lot at one location, and paid for as one lot.

q. SPN - SHIPMENT PERFORMANCE NOTICE - A computer generated means of providing timely notification to the buying activity of the shipment of material, or the completion of a service by a contractor.

r. SUPPLY LINE ITEM - Hardware/Data which are produced and shipped by the contractor and accepted by the government.

s. TERMINAL AREA SECURITY OFFICER (TASO) - The individual responsible for assigning, deleting, and maintaining system access at a particular CAO.

t. VDI (Vendor Direct Input) - DD Form 250s uploaded to a Bulletin Board or submitted on floppy disc by the contractor.

#### 1.10.3 DD FORM 250 INPUT PROCEDURES

If the DD Form 250 is stamped Original Invoice, process the DD Form 250, maintain a copy for the file and forward the original and three copies to DFAS. A cursory review of the DD Form 250 is required prior to input. Assure that the following block numbers on the DD Form 250 are completed in accordance with DFARS Appendix F: Block 1 (contract

number), Block 2 (shipment number), Block 3 (date shipped), Block 8 (Acceptance Point), Block 11 (FOB), Block 13 (Ship To), Block 15 Line Item), Block 17 (Quantity), and Block 18 (Unit of Measure). Block 10 should be the Administration Office, and if there is an S in Block 8, there must be a signature in Block 21A. If it is a corrected DD Form 250 and Block 15 or 17 is being corrected, there must be a verified authorized government technical representative's signature. Once passing the cursory review, all DD Form 250's shall be input.

#### 1.10.3.1 SP0001 - MOCAS SHIPMENT AND ACCEPTANCE MENU

a. After accessing the YDD2 library, the first screen that appears is SP0001, MOCAS SHIPMENT AND ACCEPTANCE MENU. All DD Form 250 input will be initiated from this screen. After you have selected a function and entered the required data, depress ENTER. The PIIN, SPIIN, SHIPNO, CAO-ORG-CD will be carried forward from this screen to the next screen. Each time ENTER is depressed, a new or changed screen will appear. If you enter data that cannot be validated or you are not authorized to do the function that you selected, an error message will appear at the bottom of the screen. See ERROR MESSAGES AND CORRECTIVE ACTIONS in Section 1.10.4 of this chapter for an explanation.

b. To input a DD Form 250, first determine if the line item is a service (Function 1) or a supply (Function 2). To do this, look for the word SERVICE in Block 16 of the DD Form 250. If you cannot determine what the line item is, enter as a Supply Line Item, (Function 2). If the line item in the database is really a service but you input it as a supply, the system will give you a message saying Schedule Record Missing, which means you should enter the DD Form 250 using Function 1 (service line item). If the line item is in the database as a supply and you input it as a service it will not satisfy the schedule and the item will show delinquent.

c. On Screen SP0001, Figure 1.10.3-1, enter the number of the applicable function described below:

<u>FUNCTION</u>	<u>SCREEN TITLE</u>	<u>TITLE</u>	<u>DESCRIPTION</u>
1	SP1000	SERVICE LINE ITEM	To process delivery documents for a service line item which has not been previously processed. (Source document - DD Form 250.)
2	SP2000	SUPPLY LINE ITEM	To process delivery documents for a supply line item which has not been previously processed. (Source document - DD Form 250.)
3	SP3000	MATERIAL SERVICE ACCEPTANCE	To process delivery documents or acceptance of material or service. (DFAS USE ONLY.)

<u>FUNCTION</u>	<u>SCREEN TITLE</u>	<u>TITLE</u>	<u>DESCRIPTION</u>
4	SP4000	SHIPMENT/CORRECTION MENU	To make a correction for processed or recycled shipment records. (Source document-DD Form 250.)
5	SP0001	RECYCLE DELETE	To delete a recycle record from UNMC140A Recycle List.
6	SP6000	RECYCLE RELEASE	Select when the DD Form 250 does not match the database (DISTRICT USE ONLY).
7	SP7000	MISSING SHIPMENT	Select to either enter or remove a shipment from the missing shipment report UNMC160A.
8	SP8000	MATERIAL/SERVICE	Select when a manual acceptance follow-up alert is sent requesting NOTIFICATION of acceptance. (DFAS USE ONLY.)
9	SP0001	UPDATE HOST	Select to either UPDATE the DATABASE host database if you forgot to PF3 or in conjunction with function 5, to complete delete action.
10	SPA000	SUPERVISORY	Select to review/ delete unprocessed DD Form 250s on the DEDB (does not appear on the UNMC140A or DEDB) or review shipment Master File.
11	SPB000	STATISTICAL INQUIRY	Select to review input statistics by RGS code and/or number of DD Form 250s by RGS code.
12	RP0010	FALL-BACK SYSTEM	To process delivery data, acceptance and corrections to LISSR when on-line system is not available. (DFAS USE ONLY.)

d. INPUT INSTRUCTIONS - SCREEN SP0001

```
*****
SP0001                MOCAS SHIPMENT AND ACCEPTANCE MENU

SERVICE LINE ITEM.....1 SUPPLY LINE ITEM.....2
MATERIAL/SERVICE ACCEPTANCE.....3 SHIPMENT CORRECTION MENU.....4
RECYCLE DELETE.....5 RECYCLE RELEASE.....6
MISSING SHIPMENT.....7 MATERIAL/SERVICE FOLLOWUP.....8
UPDATE HOST DATA BASE.....9 SUPERVISORY.....10
STATISTICAL INQUIRY.....11 FALLBACK SYSTEM.....12
TERMINATE.....PA2
```

```
FUNCTION: 1          PIIN: DAAA15 88 D0002
                   SPIIN: 0006
                   SHPNO: WWW 0 001
                   CAO-ORG-CD: JD
                   RGS-CD: C000001
```

CBUD:

```
*****
FIGURE 1.10.3-1
```

To return to facility menu, PA2. If the error message, M01 - A VALID FUNCTION CODE MUST BE ENTERED is displayed during validation, it means an erroneous character has been entered in the function. To correct, enter the correct function number, then depress ENTER to resume validation.

FUNCTION - Enter the desired function. Must be 1-12.

DATA ELEMENT

SPECIAL INSTRUCTIONS

PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - Enter the contract number from Block 1 of the DD Form 250 or the report you are working with. If the PIIN contains an A, D, G, or H in the 9th position, a SPIIN should be required.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - Enter the SPIIN from Block 1 of the DD Form 250 or the report you are working with. If not present, leave blank and tab to the next field.
SHPNO	CONTRACTOR'S SHIPMENT NUMBER (8 A/N) - The shipment number is taken from Block 2 of the DD Form 250. If Block 2 contains the words See Attached Distribution, the contractor's shipment number will be located on the accompanying DD Form 250c.



DATA ELEMENT

SPECIAL INSTRUCTIONS

The Alpha letters O and I are not allowed in this block. If the statement REPLACEMENT SHIPMENT appears in Block 16 of the DD Form 250, the following actions are required. These actions APPLY ONLY TO SUPPLY LINE ITEMS:

The replacement shipment number must be determined. The alpha letter will appear below the last digit in the quantity field block 17 of the DD Form 250, and can be any alpha character with the exception of I, O, or Z. This character goes in the eighth position of the screen SHPNO field and is the Contractor Shipment Number Suffix.

When the contractor issues a replacement shipment the original and any previous replacement shipments must be deleted or corrected to reflect the actual amount of material that was shipped and accepted on each document.

CAO-ORG-CD

CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2 A/N) - Enter the CAO ORG Code for your office. (Will validate to Table TB0040.)

RGS-CD

READER GROUP SPECIALIST CODE /User ID (2 or 7 A/N) - No input required. System generated from the previous screen.

1.10.3.2 SP1000 - SERVICE LINE ITEM

a. GENERAL - This screen displays when you select Function 1 on SP0001, and is used to enter a service line item that has not previously been processed. The PIIN-SPIIN, SHP NO FIELDS are protected and cannot be changed on this screen. If for some reason a change is required to these fields or you would like to perform a different function, PA2, which will take you back to Screen SP0001, where you can start over. Otherwise, enter data from the DD Form 250. After all fields have been input, depress ENTER which starts the validation process. If an error message appears, verify entry and either correct your input or use force thru code Y to place on recycle. Depress ENTER to continue validation. When the record has passed validation the following message appears on the bottom of the screen, DATA ACCEPTED - ENTER NEW RECORD OR PF3 TO UPDATE HOST. If there is more than one line item on the DD Form 250, change the screen fields for the record to be entered or PF3 if all records are already entered. The database shipment file will now be updated and Screen SP0001 will again display. You are now ready to input another document.

b. Screen Format

```

*****
SP1000                SERVICE LINE ITEM
      PIIN: DAAA15 88 D0002                SPIIN: 0006
      ACPT-SITE:
SVS-COMPL-DT:                PRFMD-ID:
      PCMT-QLTY:                QA-SIGND-DT:
      SHP-DOC-RCV:                CAO-ORG-CD: JD
      GFM:                CLIN:
      SVS-DECRP:                PRCH-UNIT:
      SHP-ADV-CD: H                RGS-CD: C000001
      STATUS:
*****

```

FIGURE 1.10.3-2

If an error message appears, see ERROR MESSAGES AND CORRECTIVE ACTIONS in Section 1.10.4 of this chapter for an explanation..

c. Input Instructions - Screen SP1000

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
ACPT-SITE	ACCEPTANCE SITE (1A) - Enter the code from Block 8 of the DD Form 250. The field is a one character alpha code and must be D or S. If Block 8 is blank, or is an S and Block 21A is unsigned, return the DD Form 250 to the contractor.
SVS-COMPL-DT	SERVICES COMPLETION DATE (7 A/N) - This is the date shipment is made. Enter from Block 3 of the DD Form 250, format YYMMDD. If the date is an estimated date, place an E in the 7th position. If the date is not present, return DD Form 250 to the contractor for correction.
PRFM-ID	PERFORMED AT ACTIVITY (5 or 6 A/N) - This is the 6 position DoDAAC or 5 position CAGE code of the receiving activity. Enter the code shown in Block 11 of the DD Form 250. If not present, enter from Block 13. If not shown, return to the contractor for correction.
PCMT-QLTY	PROCUREMENT QUALITY ASSURANCE SITE (1A) - This is the place of product inspection. Must be S, D, or blank. If CQA (formerly PQA) box in Block 21 A is checked or contains a signature, enter an S. If CQA (formerly PQA) box in Block 21B is checked, enter a D.

DATA ELEMENTSPECIAL INSTRUCTIONS

QA-SIGND-DT	QUALITY ASSURANCE SIGNED DATE (6N) - The date the QAR signed block 21A of the DD Form 250 for source inspection documents. Enter the date from Block 21A for all DD Form 250s signed in this block. If Block 21A is signed but not dated, enter the date from Block 3. If PCMT-QLTY is a D, leave blank.
SHP-DOC-RCV	SHIPMENT DOCUMENT RECEIVED DATE (6N) - This is the date the shipment document was received by the CAO. Enter the stamped dated (YYMMDD) from the DD Form 250.
GFM	GOVERNMENT FURNISHED MATERIAL/PROPERTY (1A) - Yes or No code used to indicate if GFM/GFP was included in shipment. Enter a Y if Block 16 of the DD Form 250 indicates GFM/GFP is in the shipment, otherwise enter N.
CLIN	CONTRACT LINE ITEM NUMBER (6 A/N) - Identifies the service being performed. Positions 1-4 are alphanumeric, positions 5 and 6 are alpha only. Enter from Block 15 of the DD Form 250. If not present, or incorrect structure, return the DD Form 250 to contractor.
SVS-DECRP	SERVICE DESCRIPTION (16 A/N) - Enter the description from Block 16 on the DD Form 250. This will system generate a quantity shipped of 1 on the LISSR.
PRCH-UNIT	PURCHASE UNIT (2 A/N) - The unit of measure of the shipped item. Enter the unit of measure from Block 18 of the DD Form 250 . The unit of measure should always be LO on this screen. If not present, return DD FORM 250 to contractor for correction.
SHP-ADV-CD	SHIPMENT ADVICE CODE (1A) - System generates an H code, meaning shipped or performed as indicated. No entry allowed.
RGS-CD	READING GROUP SPECIALIST CODE (7 A/N) (User ID) System generated - No entry allowed.
STATUS	STATUS CODE (1A) - No entry required.

#### 1.10.3.3 SCREEN SP2000 - SUPPLY LINE ITEM

a. GENERAL - This screen displays when you select Function 2 on SP0002, and is used to enter a supply line item that has not previously been processed. The PIIN-SPIIN, SHP NO FIELDS are protected and cannot

be changed on this screen. If for some reason a change is required to these fields or you would like to perform a different function, PA2, which will take you back to Screen SP0001, where you can start over. Otherwise, enter data from the DD Form 250. After all fields have been input, depress ENTER which starts the validation process. If an error message appears, verify entry and either correct your input or use force thru code Y to place on recycle. Depress ENTER to continue validation. When the record has passed validation the following message appears on the bottom of the screen, DATA ACCEPTED - ENTER NEW RECORD OR PF3 TO UPDATE HOST. If there is more than one line item on the DD Form 250, change the screen fields for the record to be entered or PF3 if all records are already entered. The database shipment file will now be updated and Screen SP0001 will again display. You are now ready to input another document.

b. Screen Format

```
*****
SP2000                      SUPPLY LINE ITEM
      PIIN: DAAA15 88 D0002      SPIIN: 0006
      ACPT-SITE:                SHPNO: WWW 0 002
      SHPD-DT:                  TRNSP-REFNO:
      MODSHP:                   FAS-VES-PNT:
      FOB-SITE:                 SHP-TO:
      MK-FOR:                   GFM:
      SHP-WT:                   PCMT-QLTY:
      QA-SIGND-DT:              SHP-DOC-RCV:
      CAO-ORG-CD: JD            CLIN:
      QTY-SHPD:                 PRCH-UNIT:
      SHP-ADV-CD:               RGS-CD: C000001
      NSN:
      MDC-AND-SFX:

      CBUD:
*****
```

FIGURE 1.10.3-3

If an error message appears, see section 1.10.4 ERROR MESSAGES AND CORRECTIVE ACTIONS.

c. Input Instructions - Screen SP2000

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
Block 8 - ACPT SITE	ACCEPTANCE SITE (1A) - Determine action/code below based on information found in DD Form 250 blocks 8 and 21 (must be C, D, F, or S) based on the following criteria:
<u>Block 8</u>	<u>Block 21A</u> <u>Action/Code to Enter</u>
S	X in accept box and signed              Enter code S. This updates both quantity shipped and accepted.

DATA ELEMENTSPECIAL INSTRUCTIONSBlock 8Block 21AAction/Code to Enter

S	Unsigned or accept. box not X'd of government	Return to contractor for signature of authorized representative or to X the block.
D	Signed or Unsigned	Enter code D. This updates the quantity shipped only.
S or D	Fast Pay, signed or unsigned.	Enter code F. This updates both quantity shipped and accepted.
S or D	Cert. of Conformance CoC unsigned	Return to contractor for signature.
D	Alternate Release, signed or unsigned	Enter code D. This updates the quantity shipped only.
S	Alternate Release, X in accept. and signed.	Enter code S. This block updates both quantity shipped and accepted.
S	Alternate Release, unsigned or accept. block not X'd.	Return to contractor for signature of authorized government representa- tive.

NOTE: A contractor executed Certificate of Conformance is required to be on or attached to the DD Form 250 if CoC is required. (Certificate of Conformance is not for use as an acceptance document without the DD Form 250.)

DATA ELEMENTSPECIAL INSTRUCTIONSSHPD-DT

DATE SHIPPED (7 A/N) - This is the date shipment was made. Enter from block 3 of the DD Form 250 in the format YYMMDD. If the date is an estimated date, place an E in the 7th position. If the date is not present, return to contractor.

TRNSP-REFNO

TRANSPORTATION REFERENCE NUMBER (15 A/N) - The Government Bill of Lading (GBL), Commercial Bill of Lading (CBL), Transportation Control Number (TCN), Parcel Post Number, etc., associated with the shipment.

DATA ELEMENT

SPECIAL INSTRUCTIONS

Enter the transportation reference number from the DD Form 250 block 4 or 16. If a number is assigned to each CLIN in block 16, enter the number for the CLIN being input. If no number, leave blank.

MODESHP                      MODE OF SHIPMENT (1A) - This one character code which identifies the method of shipment. Must be A-Z, 2-9, \*, or %. Enter the code found in Block 4 of the DD Form 250. If no code is shown, enter %.

FAS-VES-PNT                      FREE ALONG SIDE VESSEL POINT CITY (10A) - This field is normally used for lumber contracts. It identifies the city to which delivery is made by the contractor.

                                    If mode of shipment is W, V, X, or Z and the address in Block 11 of the DD Form 250 differs from block 9, then enter the city from the address in Block 11, otherwise, leave blank.

FOB-SITE                      FREE ON BOARD SITE (1A) - This code identifies who will be responsible for the freight charge. Either S or D.

                                    S - Indicates government will have to pay for delivery from source.

                                    D - Indicates contractor will pay for delivery to destination.

                                    O - Indicates FOB site is at the Mark For (This is very rare)

                                    Enter from Block 11 of the DD Form 250. If no code is found, return to the contractor.

SHP-TO                      SHIP TO CODE (6 A/N) - A six position DoDAAC, MAPAD, or five position CAGE code. Enter the code shown in block 13 of the DD Form 250. If no code is present in block 13, return to the contractor for correction.

                                    NOTE: If the five digit CAGE code is used, prefix the code with a space.

MK-FOR                      MARK FOR CODE (6 A/N) - A DoDAAC representing the ultimate recipient of the shipment if different than the Ship To. Enter the six position code shown in block 14 of the DD Form 250. If no DoDAAC is shown, leave blank.

DATA ELEMENTSPECIAL INSTRUCTIONS

GFM

GOVERNMENT FURNISHED MATERIAL/PROPERTY (1A) - Yes (Y) or No (N) is used to indicate if GFM/GFP was included in the shipment. Enter a Y if block 16, of the DD Form 250 indicates GFM/GFP is included, otherwise enter N.

SHP-WT

SHIPMENT WEIGHT (8N) - This is the total weight of the shipped items. Enter the weight of the shipment from block 16 of the DD Form 250 if shown, otherwise, leave blank. Entry should be rounded to the nearest whole number.

PCMT-QLTY

PROCUREMENT QUALITY ASSURANCE SITE (1A) - This is the place of product inspection. Must be an S, D, or blank. If CQA (formerly PQA) box in 21A is checked, enter code S. If CQA box in block 21B is checked, enter code D.

QA-SIGND-DT

QUALITY ASSURANCE SIGNED DATE (6N) - The date the QAR signed block 21A of the DD Form 250 for source inspection documents. Enter the date from block 21A for all DD Form 250's signed in this block. If block 21A is signed but not dated, enter the date from block 3. If PCMT-QLTY is a D, leave blank. If ACPT-SITE is an F, enter date shipped from block 3.

SHP-DOC-RCV

SHIPMENT DOCUMENT RECEIVED DATE (6N) - This is the date the shipment document was received by the CAO. Enter the stamped dated (YYMMDD) from the DD Form 250 .

CAO-ORG-CD

CONTRACT ORGANIZATION OFFICE ORGANIZATION Code (2 A/N) - System generated. No changes are allowed.

CLIN

CONTRACT LINE ITEM NUMBER (6 A/N) - This identifies the item being shipped. Positions 1 through 4 are alphanumeric; positions 5 and 6 are alpha only. Enter from block 15 of the DD Form 250. If not present, or incorrect structure, return to contractor in accordance with local procedures.

QTY-SHPD

QUANTITY SHIPPED (9N) - This is the amount of items shipped for the CLIN entered. Enter the quantity from block 17 of the DD

DATA ELEMENTSPECIAL INSTRUCTIONS

Form 250 for the CLIN entered above. Over-and-above Clines will have a quantity of one. Enter only number shipped, the computer will right justify and input leading zeros when updated. If quantity is not present, return to contractor.

PRCH-UNIT

PURCHASE UNIT (2A) - The unit of measure of the item being shipped. Enter the two character purchase unit from block 18. If no unit of measure is present, return to the contractor for correction.

SHP-ADV-CD

SHIPMENT ADVICE CODE (1A) - A one character code which provides a description of the shipment. Must be A thru H or Z. - Enter H unless the DD Form 250 contains a statement in block 16 or there is a Z below the QTY in block 17. The Z indicates that the quantity is within the variance in quantity allowed by the contract. Enter other codes as follows:

<u>CODE</u>	<u>DESCRIPTION</u>
A	Initial shipment involving missing components. (DFAS USE ONLY.)
B	Shipment furnishing missing components. (DFAS USE ONLY.)
C	Quantity increase - Due to overages, the quantity shipped is an increase over that previously reported. (This applies to corrected DD Form 250 only.)
D	Quantity decrease - Due to missing damaged or non-conforming supplies. (This applies to corrected DD Form 250 only.)
E	Replacement shipment of supplies which were previously reported as a quantity decrease due to missing, damaged or non-conforming supplies.
F	Shipped, accepted and held in bonded storage room at contractor's plant.



DATA ELEMENTSPECIAL INSTRUCTIONSCODEDESCRIPTION

G	Shipped, accepted and held as government furnished property at contractor's plant.
H	Shipped or performed as indicated. This code is used when no other applies.
Z	An authorized underpin on a final shipment of a line item. Indicated by a Z in block 17, below quantity shipped.

NOTE: Missing component, DD Form 250. All DD Forms 250 received which indicate that components are missing, will be researched and input by DFAS. If a missing component DD Form 250 is received by the CAO, a copy will be reproduced for the file and annotated that the original is being sent to DFAS for research and processing.

d. For Contractor's Action, Either 1 Or 2 May Apply

(1) If components are missing on this shipment, block 16 of the DD Form 250 should have the following statement: Item(s) shipped short of the following component(s): Item Identification \_\_\_\_\_, Quantity \_\_\_\_\_, Estimated Value \_\_\_\_\_, Authority \_\_\_\_\_. Assure that the missing components are identified, a quantity stated, the estimated value stated and the authorizing individual stated on the form in accordance with DFARS Appendix F.

(2) If previously missing components are being shipped, these components should be identified on the DD Form 250 as these components were listed as shortages on Shipment Number \_\_\_\_\_, dated \_\_\_\_\_, in accordance with DFARS Appendix F. If all of this information is not included, the document should be returned to the contractor for correction.

e. For DFAS Action - Applies As Applicable

(1) When a properly completed DD Form 250 is received which include missing components, the accepted side of the LISSR will be updated with the complete quantity shown. A copy of the missing component DD Form 250 will be sent to Commercial Services so the Voucher Examiner (VE) will withhold the estimated cost of missing components from the payment.

(2) When the DD Form 250 is received which ships/accepts the missing component(s), it will be processed into the LISSR with a zero quantity. A copy of the DD Form 250 containing components which were short on a prior shipment, will be forwarded to DFAS to be put into suspense until all missing components are received. When all missing components are received the funds previously withheld can be released for payment.

(3) Control should be established at DFAS to assure that all missing components are accounted for.

DATA ELEMENT

SPECIAL INSTRUCTIONS

RGS-CD

READING GROUP SPECIALIST CODE - (User ID)  
System generated. No entry allowed.

NSN

NATIONAL STOCK NUMBER (15 A/N) - This is the number assigned by the government which identifies the item being shipped. NSNs have 13 or more positions. A 13 position NSN is broken down below:

Positions

Element

1-4	Federal Supply Class (FSC)
5-6	National Codification Bureau (NCB)
7-13	National Item Identification (NII)

NSNs that have more than 13 positions are prefixed and/or suffixed with alphabetic characters.

Example: AA2340 00 07856341R

Enter the NSN from block 16 of the DD Form 250 for the CLIN record being entered. Do not enter any special characters or spaces.

If NSN

Then

Does not have a prefix or suffix	Input as shown omitting all dashes
----------------------------------	------------------------------------

Example: 2340-00-0785-634  
Input as: 2340000785634

Has a prefix and a suffix	On Navy Contracts, the prefixes dropped and the first two characters of the suffix are entered after the NSN.
---------------------------	---

Example: AA2340-00-0785634IRR  
Input as: 2340000785634AA

All other services, the suffix is dropped and the first two characters of the prefix are entered after the NSN.

Example: AA2340-00-0785634  
Input as: 2340000785634AA

DATA ELEMENTSPECIAL INSTRUCTIONSIf NSNThen

Has a suffix

All services (Including only Navy).The first two characters of the suffix are entered after the NSN

Example: 2340-00-0786634IRR

Input as: 2340000785634IR

If no NSN is shown on the DD Form 250, leave blank.

## MDC-AND-SFX

MILSTRIP DOCUMENT NUMBER (15 A/N) - This is a government assigned number for use in marking items to identifying DoD activity, purchase date, and lot number. MILSTRIP numbers are usually a 14 digit number, however

It may be 15 digits if a suffix is added. The breakdown of a 14 digit MILSTRIP number is below:

PositionElement

1-6

DoDAAC Code

7-10

Julian Date

11-14

Item Identification

Enter the MILSTRIP number from block 16 of the DD Form 250, usually located below the item description or stock number, or it may be found in block 14. Multiple MILSTRIPs for the same CLIN require multiple entries; for example, enter the first record, when data is accepted, the cursor returns to CLIN field, tab to quantity field and input new quantity and corresponding MILSTRIP.

When you first depress ENTER, any applicable error message will display. See ERROR MESSAGES AND CORRECTIVE ACTIONS in Section 1.10.4 of this chapter for an explanation. Continue validation by depressing ENTER again. If there are no other errors, you will get the message, DATA ACCEPTED - ENTER NEW RECORD OR PF3 TO UPDATE HOST.

## 1.10.3.4 SP4000 - SHIPMENT CORRECTION MENU

a. GENERAL - This function is selected when a correction is required for a shipment record that is either active (P, M, or Q chain), recycling (R chain) or was previously backed out (Z chain). The correction can be to a single record or a mass change to a group of records at the PIIN, SPIIN, and SHPNO level. The system will display the SHIPMENT CORRECTION MENU, Screen SP4000, with the data from the previous Screen SP0001. Depending on the type of correction, the user selects the appropriate screen for this action. If common data is to be

corrected select Function 1 and the MASS RECORD CORRECTION, Screen SP4100 will display. If a single record is to be corrected, selected Function 2, and either SUPPLY RECORD CORRECTION, Screen SP4200 or SERVICE RECORD CORRECTION Screen SP4300 will display. If Function 1 was selected and you have successfully completed Screen SP4100 by depressing ENTER, the system will return to SP4000. The user should then depress PF3 to update the Host Shipment File. When this action is completed, Screen SP0001 will be displayed and you are now ready to input a new document. If function 2 was selected and you have successfully completed Screen SP4200 or SP4300, depressing ENTER will cause the system will return to SP4000. The user should enter the CLIN, MDC-AND-SFX (MILSTRIP, if applicable) and STATUS CODE for the next record to be corrected. If all the records for this shipment are corrected the user should depress PF3 to update the Host Shipment File. When this action is complete, Screen SP0001 will be displayed. You are now ready to input a new document. If a corrected DD Form 250 is being processed that changes either Item number or the Qty shipped (blocks 15 or 17), the DD Form 250 must contain a verified statement by an Authorized Government Technical Representative.

b. Screen Format

```
*****
SP4000                                SHIPMENT CORRECTION MENU

                                     MASS RECORD CORRECTION.....1
                                     SINGLE RECORD CORRECTION.....2
                                     UPDATE HOST.....PF3
                                     RETURN TO MASTER MENU.....PA2

                                     FUNCTION:                PIIN: DAAA15 88 D0002
                                                                SPIIN: 0006
                                                                SHPNO: WWW 0 001
                                                                CLIN:
                                                                MDC-AND-SFX:

                                     RGS-CD: C000001
                                     STATUS-CD:

                                     CBUD:
*****
```

FIGURE 1.10.3-4

c. Input Instructions - Screen SP4000

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION 1	Used to input corrections to DD Form 250
1-MASS RECORD CORRECTION	blocks 14 and 21-23 (Common Data Blocks)
<p><b>**NOTE:</b> This function can only be used if no previous corrections have been entered on the shipment.</p>	

DATA ELEMENTSPECIAL INSTRUCTIONS

FUNCTION 2  
SINGLE RECORD  
CORRECTION

Used to input corrections to DD Form 250 blocks 15-20, CLIN data (Variable Data Blocks).

FUNCTION  
(See Above)

FUNCTION (1N) - Enter a numeric 1 or 2 depending on the function desired.

PIIN

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - System generated from previous screen.

SPIIN

SUPPLEMENTAL PIIN - System generated from previous screen. No changes allowed.

SHPN0

SHIPMENT NUMBER (8 A/N) - System generated from previous screen. No changes allowed.

CLIN

CONTRACT LINE Item Number (6 A/N) - If function 1 was selected for a mass record correction, leave blank. If function 2 was selected for a single record correction, enter the CLIN. Enter the CLIN from block 15.

NOTE: If block 15 or 17 of the DD Form 250 is being corrected, DD Form 250 must contain a verified statement and signature by the Authorized Government Technical Representative.

MDC-AND-SFX

MILSTRIP DOCUMENT NUMBER (15 A/N) - If you select Function 1, the field should be left blank. If the record you want to correct has a MILSTRIP number shown on the DD Form 250, enter the number, otherwise leave blank.

RGS-CD

READING GROUP SPECIALIST CODE/USER ID (2 or 7 A/N) - System generated. No changes allowed.

STATUS-CD

TRANSACTION STATUS CODE (1A) - This code describes the action being taken. Must be Z, E, or blank.

Use CodeTo

Z Delete a previously processed record. (Chain code P, M or Q)  
\*\*Retained on shipment data screen as historical data.

DATA ELEMENTSPECIAL INSTRUCTIONSUse CodeTo

E	Correct a previously processed shipment record.
E	Reinstate a previously Z transaction.
Blank	Correct a recycling record.

## 1.10.3.5 SP4100 - MASS RECORD CORRECTION

a. GENERAL - This function is used when correction to common is required or you want to correct a recycling record (found on UNMC140A) for validation. When Screen SP4100 displays, the information shown is the previously input record. The user should correct the appropriate screen fields, and depress ENTER to start the validation process. If an error condition is found, the user should correct the field in error and depress ENTER to continue validation. If unable to validate record, you must PA2 out of this screen and do further research. When the user depresses PA2, it nullifies the transaction being attempted, e.g., if the record was on recycle, it will remain on recycle. If the screen passes validation, the SHIPMENT CORRECTION MENU will be displayed with blank fields and the message displayed is ENTER NEXT RECORD OR PF3 TO UPDATE HOST. The user should then depress PF3 to update the host. When the host is updated, Screen SP0001 will be displayed. You are now ready to input your next document.

## b. Screen Format

```
*****
SP4100                                MASS RECORD CORRECTION
```

## CONTROL

## OLD RECORD

PIIN: DAAA15 88 D0002

SPIIN: 0006

SHPNO: WWW 0 001

CHAIN-CD: Z

SVC-LI-IND:

## NEW RECORD

PIIN: DAAA15 88 D0002

SPIIN: 0006

SHPNO: WWW 0 001

STATUS:

## COMMON

ACPT-SITE: D

MODESHP: \*

FAS-VES-PNT:

SHP-T0 (PRFMD-ID): W15QKN

SHP-WT: 00000000

PCMT-QLTY: D

SHP-DOC-RCV: 89 06 21

RGS-CD: C000001

CBUD:

SHPD-DT (COMPL-DT): 89 06 19

TRNSP-REFNO:

FOB-SITE: D

MK-FOR:

GFM: N

QA-SIGND-DT:

CAO-ORG-CD: JB

\*\*\*\*\*

FIGURE 1.10.3-5

c. Input Instructions - The data on the screen is divided into three parts, old, new, and common. The data in the old record (PIIN, SPIIN, SHP-NO, CHAIN CD, SVC-LI-IND) is system generated and cannot be changed.

All corrections will be made to either new and/or common records. New records contain basic information. Common records share identical shipment information for a specific DD Form 250. If a destination acceptance DD Form 250 is signed in block 21B, corrections to ANY and ALL DD Form 250s must be forwarded to DFAS for input.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
NEW PIIN	NEW PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - If there is an error in this field, enter the correct information in this field, otherwise leave as displayed.
NEW SPIIN	NEW SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - If there is an error in this field, enter the correct information in this field, otherwise leave as displayed. A SPIIN is required when there is an A, D, G or H in the ninth position of the PIIN.
NEW SHPNO	NEW CONTRACTOR SHIPMENT NUMBER (8 A/N) - If there is an error in this field, enter the correct information in this field, otherwise leave blank.
STATUS	STATUS CODE - SYSTEM GENERATED. No entry is allowed.
ACPT-SITE	ACCEPTANCE SITE (1A) - If there is an error in the ACPT-SITE, enter the correct code, otherwise leave as displayed. Proper codes for DCMC's use are C, D, F, or S. If an A is displayed in this field, forward DD Form 250 to DFAS for processing. If this field is a D, or is being changed to a D, and the QA-SIGNED-DT contains information, PA2 and send the DD Form 250 to DFAS for processing.
SHPD-DT	ENTER THE DATE SHIPPED/SERVICE COMPLETION DATE (7 A/N) - Correct date or leave as displayed. Proper format is YYMMDD, with an E in the seventh position if the date is estimated.
MODESHP	MODE OF SHIPMENT (1 A/N) - Correct if required; otherwise, leave as displayed. The code must be A-Z, 2-9, *, or %.
TRNSP-REFNO	TRANSPORTATION REFERENCE NUMBER (16 A/N) - Correct if required; otherwise, leave as displayed.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FAS-VES-PNT	FREE ALONG SIDE VESSEL POINT (10 A/N) - Correct if required, otherwise, leave as displayed.
FOB-SITE	FREE ON BOARD SITE (1A) - Correct if required; otherwise, leave as displayed. Code must be S, D, or O.
SHP-TO(PRFMD-ID)	SHIP TO (6 A/N) - Correct if required; otherwise, leave as displayed. This field contains the Ship To for a supply line item or the PERFORMED at ID (PRFMD-ID) for a service line item. Code must be valid six digit DoDAAC, MAPAD or five digit CAGE preceded by a space.
MK-FOR	MARK FOR LOCATION (6 A/N) - Correct if required; otherwise, leave as displayed. This is the DoDAAC representing the ultimate recipient of the shipment. Code must be valid six digit DoDAAC, MAPAD or five digit CAGE preceded by a space.
SHP-WT	SHIPMENT WEIGHT (8N) - Correct if required; otherwise, leave as displayed. Shipment weight must be rounded up to the next whole number.
GFM	GOVERNMENT FURNISHED MATERIAL/PROPERTY (1A) - Correct if required; otherwise, leave as displayed. Code must be Y or N.
PCMT-QLTY	PROCUREMENT QUALITY ASSURANCE SITE (1A) - Correct if required; otherwise, leave as displayed. Code must be S, D, or blank.
QA-SIGNED-DT	QUALITY ASSURANCE REPRESENTATIVE SIGNED/ ACCEPTANCE DATE (6N) - Correct as required; otherwise, leave as displayed. If ACPT-SITE is a D and there is a date in this block, PA2 and forward this DD Form 250 to DFAS for processing. Correct format is YYMMDD with an E in the seventh position if the date is estimated.
SHP-DOC-RCV	SHIPPING DOCUMENT RECEIVED DATE (6N) - Correct if required; otherwise, leave as displayed. Correct format is YYMMDD.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2 A/N) - Correct if required; otherwise, leave as displayed.



### 1.10.3.6 SP4200 - SUPPLY RECORD CORRECTION

a. GENERAL - This screen is displayed when function 2 SINGLE RECORD CORRECTION, is selected on the Shipment Correction Menu and the record is a Supply Line Item. This screen is used to correct unique data elements, i.e., CLIN, NSN, MDC-AND-SFX, etc., or common data elements on a particular shipment that have previously been corrected. When Screen SP4200 is displayed, the information shown is a previously input record. The user should change the fields requiring correction and depress ENTER which starts the validation process. If an error is encountered, correct the field and depress ENTER to continue validation. When the record is accepted, Screen SP4000 (SHIPMENT CORRECTION MENU) will be displayed with the CLIN, MDC-AND-SFX and STATUS-CD fields blank, and the message, ENTER NEXT RECORD OR PF3 TO UPDATE HOST. If there is another record to change with the same PIIN, SPIIN, SHP-NO, enter the next record, if not, PF3 to update the host. This will return you to Screen SP0001, MOCAS SHIPMENT AND ACCEPTANCE MENU. You are now ready to enter the next document.

#### b. Screen Format

```

*****
SP4200                SUPPLY RECORD CORRECTION
                        OLD                CONTROL                NEW
                        PIIN: DAAA15 88 D0002                PIIN: DAAA15 88 D0002
                        SPIIN: 0006                        SPIIN: 0006
                        SHPNO: WWW 0 001                    SHPNO: WWW 0 001
                        CLIN: 0001                        CLIN: 0001
MDC-AND-SFX:                                MDC-AND-SFX:
                        VARIABLE
CHAIN-CD: Z                                ACPT-SITE: D
SHPD-DT: 89 06 19                        MODESHP: *
FOB-SITE: D                                SHP-TO: W15QKN
MK-FOR:                                    GFM: N
SHP-WT: 00000000                        PCMT-QLTY: D
QA-SIGND-DT:                            SHP-DOC-RCV: 89 06 21
NSN:                                    CAO-ORG-CD: JB
PRCH-UNIT: EA                            SHP-ADV-CD: H
QTY-SHPD: 00000000001                    DISCREP-CD:
SPN-STAT-CD: Z                            DLVRD-DT:
STATUS:                                    RGS-CD: C000001
CBUD:
*****

```

FIGURE 1.10.3-6

c. Input Instructions - The data on the screen is divided into three parts, old, new and variable. The data in the old record (PIIN, SPIIN, SHP-NO, CLIN, MILSTRIP) is system generated and cannot be changed. All corrections will be made to either new and/or variable records. New records contain basic information. Variable records share identical shipment information for a specific CLIN. If a destination acceptance DD Form 250 is signed in block 21B, corrections to ANY and ALL DD Form 250s must be forwarded to DFAS for input.

DATA ELEMENTSPECIAL INSTRUCTIONS

NEW PIIN	NEW PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - If there is an error in this field, enter the correct information, otherwise leave as displayed.
NEW SPIIN	NEW SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - If there is an error in this field, enter the correct information, otherwise leave as displayed. A SPIIN is required when there is an A, D, G or H in the ninth position of the PIIN.
NEW SHPNO	NEW CONTRACTOR SHIPMENT NUMBER (8 A/N) - If there is an error in this field, enter the correct information, otherwise leave as displayed.
NEW CLIN	NEW CONTRACT LINE ITEM NUMBER - (6 A/N) - Correct if required, otherwise leave as displayed. If this field is being corrected, the DD Form 250 must contain the verified signature of an authorized government technical representative.
MDC-AND-SFX	MILSTRIP DOCUMENT NUMBER (15 A/N) - Correct if required, otherwise leave as displayed.
ACPT-SITE	ACCEPTANCE SITE (1A) - If there is an error in the ACPT-SITE, enter the correct code, otherwise leave as displayed. Proper codes for DCMC's use are C, D, F, or S. If an A is displayed in this field, forward DD Form 250 to DFAS for processing. If this field is a D, or is being changed to a D, and the QA-SIGNED-DT contains information, PA2 and send the DD Form 250 to DFAS for processing.
SHPD-DT	DATE SHIPPED (7 A/N) - Enter the correct date, otherwise, leave as displayed. Proper format is YYMMDD with an E in the seventh position if the date is estimated.
MODESHP	MODE OF SHIPMENT (1 A/N) - Correct if required, otherwise, leave as displayed. The code must be A-Z, 2-9, *, or %.
FOB-SITE	FREE ON BOARD SITE (1A) - Correct if required; otherwise, leave as displayed. The code must be S, D, or O.

DATA ELEMENTSPECIAL INSTRUCTIONS

SHP-TO	SHIP TO (6 A/N) - Correct is required; otherwise, leave as displayed. Code must be a valid six digit DoDAAC, MAPAD or five digit CAGE preceded by a space.
MK-FOR	MARK FOR (6 A/N) - Correct if required; otherwise, leave as displayed. This is the DoDAAC representing the ultimate recipient of the shipment. Code must be valid six digit DoDAAC, MAPAD or five digit CAGE preceded by a space.
GFM	GOVERNMENT FURNISHED MATERIAL/PROPERTY (1 A/N) - Correct if required; otherwise leave as displayed. The code should be a Y or N.
SHP-WT	SHIPMENT WEIGHT (8N) - Correct if required; otherwise, leave as displayed. Ship weight must be rounded up to the next whole number.
PCMT-QLTY	PROCUREMENT QUALITY ASSURANCE SITE (1A) - Correct if required; otherwise, leave as displayed. Code must be S, D or blank.
QA-SIGNED-DT	QUALITY ASSURANCE REPRESENTATIVE SIGNED DATE (6N) - Correct as required; otherwise, leave as displayed. If ACPT-SITE is a D and there is a date in this block, PA2 out and forward this DD Form 250 to DFAS for processing. Correct format is YYMMDD.
SHP-DOC-RCV	SHIPMENT DOCUMENT RECEIVED DATE (6N) - Correct if required; otherwise, leave as displayed. Correct format is YYMMDD.
NSN	NATIONAL STOCK NUMBER (15 A/N) - Correct if required; otherwise, leave blank.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2 A/N) - Correct if required; otherwise, leave as displayed.
PRCH-UNIT	UNIT OF MEASURE (2A) - Correct if required; otherwise, leave as displayed.

DATA ELEMENTSPECIAL INSTRUCTIONS

SHP-ADV-CD

SHIPMENT ADVICE CODE - Correct if required; otherwise, leave as displayed. If a corrected DD Form 250 is received, and the quantity field is being updated to reflect an increase enter C, for a decrease enter D. If you are correcting an user input error in the quantity field, do not change code.

DISCREP-CD

DISCREPANCY CODE (1A) - Used to denote non-conforming conditions during input of Destination Acceptance DD Form 250. DFAS USE ONLY.

SPN-STAT-CD

SHIPMENT PERFORMANCE NOTICE STATUS CODE (1A) - Provides the PCO with timely information regarding shipment of material or completion of services. DFAS USE ONLY.

DLVRD-DT

DELIVERED DATE (6N) - The delivery date of materials or the service at the acceptance point. DFAS USE ONLY.

STATUS

STATUS CODE (1A) - System generated. No entry allowed.

RGS-CD

READING GROUP SPECIALIST CODE/USER ID (2 or 7 A/N) - System generated. No entry allowed.

## 1.10.3.7 SP4300 - SERVICE

a. GENERAL - This screen is displayed when Function 2 SINGLE RECORD CORRECTION, is selected on the Shipment Correction Menu (SP4000) and the record is a service line item. This screen is used to update variable data elements for a particular shipment that was previously corrected. When Screen SP4300 displays, the information shown is a previously input record. The user should change the fields requiring correction and depress ENTER. This starts the validation process. If an error is encountered correct the field in error and depress ENTER to continue validation. If unable to validate record, you must PA2 out of this screen and do further research. When user PA2s out of this screen, it nullifies the transaction being attempted, e.g., if the record was on recycle, it will remain on recycle. When the record being corrected is accepted, Screen SP4000 will be displayed with the message, ENTER NEXT RECORD OR PF3 TO UPDATE HOST. If there is another record to change with the same PIIN, SPIIN, SHP-NO, enter the next record. If not, PF3 to update host. When the update is complete, Screen SP0001 will be displayed and you are now ready to enter the next document.

b. Screen Format

```

*****
SP4300          SERVICE RECORD CORRECTION
              OLD          CONTROL          NEW
              PIIN: DAAD07 91 D0003          PIIN: DAAD07 91 D0003
              SPIIN: 0023                    SPIIN: 0023
              SHPNO: MNX 0 001 Z              SHPNO: MNX 0 001 Z
              CLIN: 0011 AA                  CLIN: 0011 AA

              VARIABLE
              CHAIN-CD: P                    ACPT-SITE: A
              SVC-CMPL-DT: 92 09 09          PRFMD-ID: DAAD07
              GFM: N                        PCMT-QLTY: D
              QA-SIGND-DT: 92 10 15          SHP-DOC-RCV: 96 05 29
              CAO-ORG-CD: WF                SVC-DECRP:
              PRCH-UNIT: EA                  QTY-SHPD: 00000000001
              DISCREP-CD:                    SPN-STAT-CD: C
              DLVRD-DT:                      STATUS:
                                              RGS-CD: BGD8795

              CBUD:
*****

```

FIGURE 1.10.3-7

c. Input Instructions - The data on the screen is divided into three parts, old, new, and variable. The data in the old record (PIIN, SPIIN, SHP-NO, CLIN, CHAIN-CD) is system generated and cannot be changed. All corrections will be made to either new and/or variable records. New records contain basic information. Variable records share identical shipment information for a specific CLIN. If a destination acceptance DD Form 250 is signed in Block 21B, corrections to ANY and ALL DD Form 250s must be forwarded to DFAS for input.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
NEW PIIN	NEW PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - If there is an error in this field, enter the correct information; otherwise, leave as displayed.
NEW SPIIN	NEW SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - If there is an error in this field, enter the correct information; otherwise, leave as displayed. A SPIIN is required when there is an A, D, G, or H in the ninth position of the PIIN.
NEW SHPNO	NEW CONTRACTOR SHIPMENT NUMBER (8 A/N) - If there is an error in this field enter the correct information; otherwise, leave as displayed.
NEW CLIN	NEW CONTRACT LINE ITEM NUMBER (6 A/N) - If there is an error in this field, enter the correct information, otherwise, leave as displayed. Corrections to this field require a verified signature of an authorized government technical representative.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CHAIN-CD	CHAIN CODE (1A) - The status of the record you are working on. System generated, no changes allowed.
ACPT-SITE	ACCEPTANCE SITE (1A) - If there is an error in the ACPT-SITE, enter the correct code, otherwise, leave as displayed. Proper codes for DCMCs use are C, D, F, or S. If an A is displayed in this field, forward DD Form 250 to DFAS for processing. If this field is a D or is being changed to a D, and the QA-SIGNED-DT contains information, PA2 and send the DD Form 250 to DFAS for processing.
SRC-CMPL-DT	DATE SHIPPED/SERVICE COMPLETION DATE (7 A/N) - Enter the correct date or leave as displayed. Proper format with an E in the seventh position if the date is estimated.
PFMD-ID	PERFORMED AT LOCATION (6 A/N) - Correct if required; otherwise, leave as displayed. This field contains the Performed at ID for a service line item. Must be valid six digit DoDAAC, MAPAD or five digit CAGE preceded by a space.
GFM	GOVERNMENT FURNISHED MATERIAL/PROPERTY (1A) - Correct if required; otherwise, leave as displayed. This code should be a Y or an N.
PCMT-QLTY	PROCUREMENT QUALITY ASSURANCE SITE (1A) - Correct if required; otherwise, leave as displayed. Code must be S, D, or blank.
QA-SIGNED-DT	QUALITY ASSURANCE REPRESENTATIVE SIGNED DATE (6N) - Correct as required; otherwise, leave as displayed. If the ACPT-SITE is a D and there is a date in this block, depress PA2 and forward this DD Form 250 to DFAS for processing. Correct format is YYMMDD.
SHP-DOC-RCV	SHIPPING DOCUMENT RECEIVED DATE (6N) - Correct if required; otherwise, leave as displayed. Correct format is YYMMDD.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2 A/N) - Correct if required; otherwise, leave as displayed.
SVC-DECRP	SERVICE DESCRIPTION (16A) - Correct if required; otherwise, leave as displayed.
PRCH-UNIT	PURCHASE UNIT (2 A/N) - Correct if required; otherwise, leave as displayed. This field should always be LO (Lot).

DATA ELEMENTSPECIAL INSTRUCTIONS

QTY-SHPD	QUANTITY SHIPPED (8N) - Correct if required, otherwise, leave as displayed. Quantity for service line item is always one. If the quantity corrected for this service line item is more than one, it should be input as a supply line item.
DISCREP-CD	DISCREPANCY CODE (1A) - Used to denote nonconforming conditions during input of Destination Acceptance DD Form 250. DFAS USE ONLY.
SPN-STAT-CD	SHIPMENT PERFORMANCE NOTICE STATUS CODE (1A) - Provides the PCO with timely information regarding shipment of material or completion of services. DFAS USE ONLY.
DLVRD-DT	DELIVERED DATE (6N) - The delivery date of materials or the service at the acceptance point. No entry is allowed.
STATUS	STATUS CODE - System generated, no entry allowed
RGS-CODE	READING GROUP SPECIALIST CODE/USER ID (2 or 7 A/N) - System generated, no entry allowed.

#### 1.10.3.8 RECYCLE DELETE

```
*****
SP0001                      MOCAS SHIPMENT AND ACCEPTANCE MENU

SERVICE LINE ITEM.....1 SUPPLYLINE.....2
MATERIAL/SERVICE ACCEPTANCE.....3 SHIMENT CORRECTION MENU.....4
RECYCLE DELETE.....5 RECYCLE RELEASE.....6
MISSING SHIPMENT.....7 MATERIAL/SERVICE FOLLOWUP.....8
UPDATE HOST DATA BASE.....9 SUPERVISORY.....10
STATISTICAL INQUIRY.....11 FALLBACK SYSTEM.....12
TERMINATE.....PA2
```

```
FUNCTION:                PIIN:  DAAD07 91 D0003
                        SPIIN:  0023
                        SHPNO:  MNX 0 001 Z
                        CAO-ORG-CD:  WF
                        RGS-CD:  BGD8795
```

CBUD:

```
*****
                        FIGURE 1.10.3-8
```

GENERAL - Recycle deletes are performed directly on the Shipment and Acceptance Menu (Screen SP0001), by selecting function 5. No additional screens will display. Recycle deletes are performed in a two step operation, first a Function 5 is selected to flag the recycling record for deletion, then a function 9 is selected to update the host data base and complete the actual deletion. Recycle delete is selected when a record is in error (i.e., typos, improperly received, transposing), or an incorrect DD Form 250 is being returned to the contractor for correction. This does not include data base errors, which will need to be corrected. Once you select Function 9 and depress ENTER, the record is deleted from the data base and from the UNMC140A (Recycle List). This report is generated daily, and should be worked in a timely manner. See Section 1.10.5.5 of this chapter for a complete explanation of the Output Report UNMC140A.

#### 1.10.3.9 SP6000 - RECYCLE RELEASE

GENERAL - This function is used when the control data on the DD Form 250 does not match the data base schedule record, and payment will be delayed. Recycle releasing a DD Form 250 forces it into a processed status, updating the shipment and line item record without updating the schedule record, causing paper delinquencies. Select individuals (NOT YOU!) have access to this function. Contact your FASST representative to have a record released.

NOTE: The FASST will not release this record until all other avenues to correct the data base have been exhausted. You are responsible to provide the rationale for the request to recycle release.



#### 1.10.3.10 SP7000 - MISSING SHIPMENT

a. GENERAL - This function is selected to reinstate or delete a shipment to the Missing Partial Shipment (Over 7 Days) Report (UNM160A). Anytime a higher shipment number is received prior to a lower number, and it remains in that condition for seven days, the missing shipment will appear on this report. After inputting all the data, depress ENTER. This starts the validation process, updates the DEDB and returns the user to the Screen SP0001. Enter a 9 in the function field and depress ENTER. This will update the Host Data Base. You are now ready to enter your next record.

#### b. Screen Format

```
*****
SP7000                                MISSING SHIPMENT

                                PIIN:  SP0100 95 C0311
                                SPIIN:
                                SHPNO:  CDD 0 080
                                SHPNO-XTND:
                                STATUS:
                                CAO-ORG-CD:  WG
                                RGS-CD:  BGD8795
```

CBUD:

```
*****
                                FIGURE 1.10.3-9
```

c. Input Instructions - From Screen SP0001, select Function 7, enter PIIN, SPIIN, SHP-NO, and AO-ORG-CD. Depress ENTER. This will bring you to SP7000.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - System generated.
SPIIN	SUPPLEMENTAL PIIN - System generated.
SHPNO	SHIPMENT NUMBER (8 A/N) - System generated.
SHPNO-XTND	LAST CONTRACTOR SHIPMENT NUMBER (8 A/N) - Enter the second shipment number from the Missing Partial Shipments Over 7 Days Old Report (UNMC160A).
STATUS	STATUS - Must be Z or blank and must match the PIIN, SPIIN, SHP-NO, and SHP-NO-XTND.

DATA ELEMENTSPECIAL INSTRUCTIONSUSE CODETO

Z                    Reactivate a missing shipment

Blank               Deactivate a missing shipment

If there is only one shipment, the shipment number and last contractor shipment number will be the same.

#### 1.10.3.11    UPDATE HOST DATA BASE

a.    GENERAL - Function 9 on Screen SP0001 MOCAS Shipment and Acceptance Menu, is used to update the data base when the entered record ends up on the Unprocessed DD Form 250 Screen SPA100. This occurs when PF3 is not used to perform the update function.

b.    Users with supervisory access will use the Supervisory Function (SPA100) to identify those DD Form 250s which have not been updated via the PF3 function.

#### 1.10.3.12    SPA000 - SUPERVISOR FUNCTION

a.    GENERAL - This menu screen gives the users with supervisory access the ability to review records on the Data Entry Data Base. The normal procedure is to input all shipments and update the Host. Normally all records should be off the Data Entry Data Base at the end of the day because they were either processed or forced onto recycle. Users should review Unprocessed DD Form 250 Screen SPA100 no less than once a week.

b.    This menu allows you to:

(1) Review unprocessed DD Form 250s (PF3 function not accomplished).

(2) Delete unprocessed DD Form 250s.

(3) Review Shipment Master File.

(4) FALLBACK (DFAS only).

b. Screen Format

```
*****
SPA000                                SUPERVISOR FUNCTION
```

```
REVIEW UNPROCESSED DD250'S.....1
DELETE UNPROCESSED DD250'S.....2
REVIEW SHIPMENT MASTER FILE.....3
REVIEW FALLBACK UNPROCESSED DD250'S.....4
RETURN TO MASTER MENU FOR UPDATING HOST DATA BASE....PA2
```

SELECTED FUNCTION:

```
ENTER ONLY TO DELETE DD250
PIIN:
SPIIN:
SHPNO:
```

CBUD:

```
*****
FIGURE 1.10.3-10
```

c. Input Instructions.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION	SELECTED FUNCTION (1N) - Enter the desired number for the operation that is to be performed on this screen, must be 1, 2, 3, or 4.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - Enter the PIIN of the record that is to be deleted. Used only for Function 2.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - Enter the SPIIN of the record that is to be deleted. Used only for Function 2.
SHPNO	CONTRACTOR'S SHIPMENT NUMBER (8A/N) - Enter the SHPNO of the record that is to be deleted. Used only for Function 2.

\*NOTE: If the deletion passes validation the message RECORD SUCCESSFULLY DELETED will display at the bottom of the screen. When deleting a DD Form 250 using this function, no other screen will display.

\*\*NOTE: If the deletion does not pass validation, take correction action based on the error message, depress ENTER to resume validation.

### 1.10.3.12.1 SPA100 - REVIEW UNPROCESSED DD FORM 250s

a. GENERAL - The purpose of this screen is to display all DD Form 250s which were input but never updated to the Host Data Base (PF3). To access this function, the user would enter Function 1 from the Supervisor Function Menu (SPA000). After reviewing the screen, if MORE displays in the bottom left hand corner of the screen, depress ENTER to view the next screen.

\*NOTE: The list on this screen will not be in any specific order and must be reviewed for appropriate RGS-CD/User ID.

#### b. Screen Format

```
*****
SPA100                                UNPROCESSED DD250'S
*****
```

PIIN	SPIIN	SHPNO	RGS CD	FILE IND
N00030 94 G0047	NJ33	ORD 0 010	BVP7585	I
SP0451 96 MN568		FMI 0 001	BGX4859	B
DAHC94 93 D0013	Y609	SBS 0 001	BIA6114	G
SP0500 96 W2244		AMC 0 001 Z	BGX4859	B
N00104 87 GA043	5003	SGD 0 002 Z	BVG7928	B
SP0500 96 MX769		WWL 0 001 Z	BGX4859	B
SP0920 96 M0953		SAM 0 002 Z	BBA6049	E
DAAH01 94 CS037		RCL 0 002	BRA6926	G
DAHC94 93 D0013	2Y03	SBS 0 034	BIA6114	G
N00383 95 D211F		GLH 0 024	BVC7073	B
N00104 87 GA043	1000	SGD 0 001 Z	BVG7928	B
SP0770 96 MAS83		SRM 0 001 Z	BRO4012	B
N00104 95 PFH43		LGC 0 001 Z	BGX4859	B
SP0451 96 MN568		FMI 0 002 Z	BGX4859	B
SP0960 96 M3569		CDF 0 002	BGX4859	B

\*MORE\*

```
*****
FIGURE 1.10.3-11
```

c. Input Instructions - All fields are protected. No entries are required/allowed.

d. The following alpha characters are used to identify the type of unprocessed record (FILE IND) displayed:

- (1) A - Unprocessed Service Line Item Records
- (2) B - Unprocessed Supply Line Item Records
- (3) C - Unprocessed Recycle Release Records
- (4) D - Unprocessed Material/Service Followup Records
- (5) E - Unprocessed Recycle Delete Records
- (6) F - Unprocessed Material/Service Acceptance Records
- (7) G - Unprocessed Single Record Correction Records
- (8) H - Unprocessed Missing Shipment Records
- (9) I - Unprocessed Mass Correction Records

e. If there is no MORE or you have completed your review, depress PA2 and return to the SUPERVISOR FUNCTION Screen (SPA000).

f. To Update Host - PA2 back from SPA000 to SP0001 and select Function 9. Input PIIN, SPIIN, SHP-NO, CAO-ORG-CD, and depress ENTER. If no error messages are received, fields will clear and allow you to enter the next action. The DD Form 250 is now either processed or will be on the recycle report the next day.

#### 1.10.3.12.2 SPA200 - ACTIVE SHIPMENT MASTER

a. GENERAL - The purpose of this screen is to delete records from the Active Shipment Master File that were accessed but no action was taken on them. If a user is in the process of inputting a DD Form 250, it will appear on this screen until the host is updated. The DD Form 250 that is unprocessed must be updated or deleted. To update, the user that originally input the DD Form 250 must do a Function 9 from Screen SP0001. This will update the host data base and remove it from the Active Shipment Master File. If that cannot be accomplished, the DD Form 250 must be deleted off the Active Shipment Master File. To access this function the user would enter Function 10 on the MOCAS SHIPMENT AND ACCEPTANCE MENU (SP0001) and depress ENTER. (The RGS-CD/User ID and PASSWORD must be compatible to Function 10). You will then be at screen SPA000, where you should select Function 3. This will display the Active Shipment Master File. To delete a record from this file, place an X in the DEL IND column and depress ENTER. The screen will be redisplayed with the record missing. If the word \*MORE\* appears in the lower left hand corner of the screen, more records will be displayed when ENTER is depressed. If an error condition occurs, the system will display a message with the cursor positioned under the field in question. Corrections should be input and ENTER is depressed again. When all actions have been completed, PA2, which will return you to Screen SPA000, SUPERVISOR FUNCTION.

#### b. Screen Format

\*\*\*\*\*  
SPA200 ACTIVE SHIPMENT MASTER

PIIN	SPIIN	SHPNO	RGS CD DEL IND
SP0500 96 MPA65		TRI 0 001 Z	BGD5197
DAAJ09 92 D0023	0004	BPT 0 152	BVS7663
SP0440 95 C5420		BET 0 024	BVC7322
DLA900 92 DC097	0064	MTJ 0 010	DDM1287
DAAB07 94 CN853		ENC 0 233	BJA6165
F09603 94 G0050	BS08	LKE 0 012	BGZ4916
N00383 94 CM238		BEA 0 001	BUD7350
SP0430 96 M5065		BTR 0 004 Z	BVC7315

\*\*\*\*\*  
FIGURE 1.10.3-12

#### c. Input Instructions

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated, no entry allowed.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated, no entry allowed.
SHPNO	CONTRACTOR'S SHIPMENT NUMBER (8 A/N) - System generated, no entry allowed.
RGS-CD	READING GROUP SPECIALIST CODE/User ID (2 or 7 A/N) - System generated, no entry allowed.
DEL IND	DELETE INDICATOR (1A) - Deletes a record from this file. Place an X in the DEL-IND field to the right of the record you want to delete and depress ENTER.

#### 1.10.3.13 SPB000 - STATISTICAL FUNCTION

a. GENERAL - This screen displays when you select Function 11 on SP0001. The input statistics by RGS-CD/User ID function provides a means of reviewing an input for quantity of work in the areas of DD Form 250 input, corrections, DARTs actions, and recycle releases. This function also provides a means of reviewing input by providing comparison figures on the total number of attempted input actions versus the number of correct input actions. Two types of statistical inquiries are available from this screen. They are SPB100 and SPB200 which will be explained in the next section, 1.10.3.13.1. Statistics are provided concerning the volume of input a user has completed over a maximum of a 60 day period. The system only stores this data for 60 days prior to the current date, although this screen allows the input of any date range without receiving an error message.

#### b. Screen Format

```
*****
SPB000                                STATISTICAL FUNCTION

                                     INPUT STATISTICS BY RGS-CD.....1
                                     NUMBER OF DD FORM 250'S BY RGS-CD.....2
                                     RETURN TO MASTER MENU.....PA2
```

SELECTED FUNCTION:

```
CBUD:
*****
FIGURE 1.10.3-13
```

c. Input Instructions.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
INPUT STATISTICS BY RGS CODE	Select Function 1 to view statistics by RGS- CD/User ID on the number of attempted and valid DD Form 250 inputs, corrections dart actions and recycle releases. This will display Screen SPB100.
NUMBER OF DD FORM 250s	Select Function 2 to view statistics by RGS- CD/User ID on the valid DD Form 250 inputs and corrections.

1.10.3.13.1 SPB100 - INPUT STATISTICS BY RGS-CD/USER ID

a. GENERAL - The purpose of this screen is to give the user the ability to review, by individual, the number of DD Form 250s input. This screen is an online inquiry. When you are finished with your review, depress PA2 and the STATISTICAL FUNCTION Screen SPB000 will display. Statistics are provided concerning the volume of input a user has completed over a maximum of a 60 day period. The system only stores this data for 60 days prior to the current date, although this screen allows the input of any date range without receiving an error message.

b. Screen Format

```

*****
SPB100                INPUT STATISTICS BY RGS-CD

RGS-CD:              USER NAME:
BEGINNING-DATE:
ENDING-DATE:

                NEW INPUT      CORRECTIONS      DARTS      RELEASES

ATTEMPTED:

VALID:

                TOTAL TRANSACTIONS

                ATTEMPTED:

                VALID:
*****

```

FIGURE 1.10.3-14

c. Input Instructions - Entries are required in the following fields:

<u>DATA ELEMENTS</u>	<u>SPECIAL INSTRUCTIONS</u>
RGS-CD	READING GROUP SPECIALIST CODE/User ID - (2 or 7 A/N) - Enter the RGS-CD/User ID of the indi- vidual whose statistics are to be reviewed.

## DATA ELEMENTS

## SPECIAL INSTRUCTIONS

### BEGINNING DATE

BEGINNING DATE (6N) - Enter the beginning date for the period being reviewed. Structure is YYMMDD. Date should not be more than 60 days prior to today's date. The system only stores this data for 60 days prior to the current date, although this screen allows the input of any date range without receiving an error message.

### ENDING DATE

ENDING DATE (6N) - Enter the ending date for the period being reviewed. Structure is YYMMDD. Date cannot be a future date. If data is requested for only one day, beginning date, and ending date should be the same.

The counts displayed on this screen are explained as follows:

### NEW INPUT

The number of DD Form 250s which were input using Function 1 or 2, of the MOCAS Shipment and Acceptance Menu, Screen SP0001.

New input attempted, is the number of valid SP0001 screens which were input with a Function 1 or 2.

New input valid, is the number of valid Service Line Item Screens (SP1000) and Supply Line Item Screens (SP2000) that were input.

### CORRECTIONS

The number of shipment record corrections which were input using Function 4, Shipment Corrections, of the MOCAS Shipment Acceptance Menu, Screen SP0001.

Corrections Attempted, is the number of valid SP0001 screens which were input with a Function 4.

Corrections Valid, is the number of valid Mass Record Correction Screens (SP4100), Supply Record Correction Screens (SP4200), and Service Record Correction Screens (SP4300) that were input.

### DARTS

The number of Destination Acceptance Report Tracking System (DARTS) actions which were input using Functions 3 and 8 of the MOCAS Shipment and Acceptance Menu Screen SP0001.

DARTS Attempted, is the number of valid SP0001 screens which were input with a Function 3 or 8.

DARTS Valid, is the number of valid Material Service Followup Screens (SP8000) and Material Service and Acceptance Screen (SP3000) which were input.



DATA ELEMENT

SPECIAL INSTRUCTIONS

NOTE: DARTS Actions are input by DFAS so these fields should be blank.

RELEASES

The number of Recycle Release Actions which were input using Function 6, Recycle Releases, from the MOCAS Shipment and Acceptance Menu, Screen SP0001.

Release attempts, is the number of valid SP0001 screens which were input with a Function 6.

Releases valid, is the number of valid Recycle Release screens (SP6000) which were input.

TOTAL TRANSACTIONS

This is the total of all New Input, Corrections, DARTS and Releases.

Total Transactions Attempts, is the number of valid SP0001 screens which were input with a Function code of 1, 2, 3, 4, 6, or 8 (counts shipment).

Total Transactions Valid is the number of valid inputs (counts CLINs).

1.10.3.13.2 SPB200 - DD FORM 250 STATISTICS

a. GENERAL - The purpose of this screen is to give the user the ability to review, by individual, the number of DD Form 250s input within a given time period. Statistics are provided concerning the volume of input a user has completed over a maximum of a 60 day period. The system only stores this data for 60 days prior to the current date, although this screen allows the input of any date range without receiving an error message.

b. Screen Format

\*\*\*\*\*  
SPB200 DD FORM 250 STATISTICS

RGS-CD: USER NAME:

BEGINNING DATE:

ENDING DATE:

NEW INPUT

CORRECTIONS

NUMBER OF DD250S:

TOTAL NUMBER OF DD250S

\*\*\*\*\*

FIGURE 1.10.3-15

c. Data Input Instructions - Entries are required in the following fields:

<u>DATA ELEMENTS</u>	<u>SPECIAL INSTRUCTIONS</u>
RGS-CD	READING GROUP SPECIALIST CODE/USER ID (2 or 7 A/N) - Enter the RGS-CD/User ID of the individual whose statistics are to be reviewed.
BEGINNING DATE	BEGINNING DATE (6N) - Enter the beginning date for the period being reviewed. Structure is YYMMDD. Date should not be more than 60 days prior to today's date. The system only stores this data for 60 days prior to the current date, although this screen allows the input of any date range without receiving an error message.
ENDING DATE	ENDING DATE (6N) - Enter the ending date for the period being reviewed. Structure is YYMMDD. Date cannot be a future date. If data is requested for one day, the beginning date, and ending date should be the same.

The counts displayed on this screen are explained as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL DESCRIPTION</u>
NEW INPUT	The number of valid DD Form 250s which were input using Function 1 or Function 2, of the MOCAS Shipment and Acceptance Menu Screen SP0001.
CORRECTIONS	The number of valid corrected DD Form 250s which were input using function 4 of the MOCAS Shipment and Acceptance Menu Screen SP0001.
TOTAL NUMBER OF	The total of the New Input and the Corrections fields DD Form 250s above.

#### 1.10.4 ERROR MESSAGES AND CORRECTIVE ACTIONS

a. GENERAL - When an error condition occurs during validation, a message will be displayed at the bottom of the screen. If an asterisk appears in the first position of the error message, a prompter is available which further describes the error condition. To display this prompter, depress PF1; when finished, depress ENTER to return to the entry screen.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
M01	A VALID FUNCTION CODE MUST BE ENTERED	The function selected on the screen is not one of the available selections. Valid functions are 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11. Correction is accomplished by re-input of the character for the selected function.
*M02	INCORRECT STRUCTURE MUST BE XXXXXX 99 XXXXX	The structure of the Procurement Instrument Identification Number (PIIN) entered on the screen is incorrect. The first six positions must be alpha, numeric, or alpha-numeric. The seventh and eighth positions must be numeric. The ninth through 13th position must be alpha, numeric, or alphanumeric. To correct this error, compare the hard copy shipment/acceptance document with the screen and depress ENTER. If the error condition persists, the document will not be allowed to process and must be set aside for research.
*M03	INCORRECT STRUCTURE MUST BE XXXX	The structure of the Supplementary Procurement Instrument Identification Number (SPIIN) entered on the screen is incorrect. The field may be blank, but when data is entered, it must be alpha, numeric, or alphanumeric. To correct this error, compare the hard copy document with the screen, making changes to the SPIIN field on the screen and depress ENTER again. If the error condition cannot be corrected, the document will not be allowed to process and must be set aside for research.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
*M04	Incorrect Structure Must be AAA X 999 A	The structure of the Contractor's Shipment Number (SHPNO) is incorrect as entered on the screen. The first three positions must be alpha; fourth position can be either alpha or numeric. Fifth through seventh positions must be numeric. The eighth position may be blank or alpha. To correct this error, compare the hard copy document with the SHPNO field making any necessary changes to the screen field and depress ENTER. If the error cannot be corrected, the document will not be allowed to process and must be set aside for research.
M05	THIS DD FORM 250 IS BEING ENTERED BY ANOTHER OPERATOR	The same shipment number for a particular procurement instrument has already been entered into the system by another input clerk. Verify the PIIN, SPIIN, SHPNO on the screen with the hard copy document, making any changes necessary to the fields and depress ENTER. If the screen is accurate, the record will not be allowed to process until the other user has completed their input.
M06	THE PIIN, SPIIN, SHPNO INPUT DOES NOT MATCH A RECYCLING RECORD	Function 5 or 6 is selected and a recycling record is not found on the shipment file in the Host Data Base. Either the control (PIIN, SPIIN, SHPNO) was input in error or the record will not be allowed to process and must be set aside for research. Compare the screen fields (PIIN, SPIIN, SHPNO) to the hard copy document, make any necessary changes and depress ENTER. Otherwise, set the document aside as noted above.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
*M07	THE PIIN, SPIIN, SHPNO INPUT DOES NOT MATCH A RECYCLING OR PROCESSED RECORD	There is not a shipment record in the main data base that can be corrected. Check the PIIN, SPIIN, SHPNO on the screen against the hard copy document. If correction is not required, there is not a record to correct in the main data base, so this record must be input, using Screen SP1000 or SP2000 as applicable.
*M08	THE PIIN, SPIIN, SHPNO INPUT DOES NOT MATCH A PROCESSED RECORD	When either a material/service acceptance or followup is being entered, and a record does not exist in the shipment file on the Host Data Base.
M09	THIS ORG-CD IS NOT ON THE DISTRICT ORG TABLE	The Contract Administration Office Organization Code (CAO-ORG-CD) entered on the screen is not a valid code on TB0040 for your data base. You will receive this error condition in one of two situations: Upon initial input, if you input an invalid ORG CD, or when trying to release or delete a recycling DD Form 250 and you did not use the ORG CD from initial input. Verify that the ORG CD input belongs to the organization for that DD Form 250. If using function 5 or function 6, the correct code can be found on the DD Form 250 Recycling waiting Action Report, when inputting a recycle release or delete. If the error cannot be resolved, contact your local FASST.
*M10	RGS-CD/PASSWORD/ FUNCTION NOT COMPATIBLE	Based on the Reading Group Specialist Code and Password entered on the screen, you are not authorized access to the function selected. Ensure that you are using the correct RGS-CD for the function you are performing. If this error remains, contact your TASO.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
*M11	THIS CONTRACT IS NOT IN THE COMPUTER	The contract is not in the data base. You should verify the PIIN and SPIIN fields on the screen with the hard copy document, making any necessary changes to the fields and depress ENTER. If the error condition remains, place a Y in the force-thru field, causing the record to recycle.
*M12	THIS IS NOT AN ACTIVE CONTRACT	The contract associated with the shipment record you are trying to process is not in CAR Section 1. Verify the PIIN and SPIIN fields on the screen with the hard copy document, making any necessary changes to the screen and depress ENTER. If error message persists, research and verify that the DD Form 250 is not a duplicate. Once determining that the shipment action is required, forward necessary documentation to the trusted agent to move the contract back to Section 1.
M13	ACCEPTANCE SITE CD MUST BE A, D, OR S	The code that you are inputting is not an A, D, or S. Correct the field to the appropriate code by verifying hard copy document and depress ENTER.
*M14	THE ACPT CD ENTERED DOES NOT MATCH THE ACPT CD IN THE COMPUTER	The ACPT-CD field on the screen does not match the acceptance site on the contract line item record in the data base. Review the shipment document to assure the correct code was input. If the screen appears correct, place a Y in the force-thru field following the data field, forcing the record to recycle.
*M15	THIS FIELD MUST CONTAIN 6 NUMERICS & 1 ALPHA POSITION YYMMDDDE	The structure of the date entered is not correct. The first two positions are the numeric year, the third and fourth positions are the

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		<p>numeric month (01-12), the fifth and sixth positions are the numeric day (01-31, depending on the month cited), and the seventh position is either E (if estimated) or blank. To correct this error, you should verify the screen with the hard copy document, making any necessary changes to the screen and depress ENTER. If the date is missing or incomplete, record will not be allowed to process, and must be returned to the contractor for correction.</p>
M16	THE PRFMD-ID DOES NOT CONTAIN 6 POSITION ALPHA, NUMERIC, OR ALPHANUMERIC	<p>The Performed at Activity (PRMD-ID) field on the screen is not structured correctly. Verify the field with the changes to the screen and depress ENTER. If the error condition cannot be corrected, the record will not be allowed to process.</p>
M17	THE PCMT-QLTY MUST BE S, D, OR BLANK	<p>The only acceptable entries for this field is either S, D, or blank. Review the field against the hard copy, and make any necessary changes to the screen and depress ENTER.</p>
*M18	THE FIELD MUST CONTAIN 6 NUMERICS YYMMDD	<p>The structure of the date entered is not correct. The first two positions are the numeric year, the third and fourth positions are the numeric month (01-12), the fifth and sixth positions are the numeric day (01-31), depending on the month cited), To correct this error, you should verify the screen with the hard copy document, making any necessary changes to the field and depress ENTER. If the date is missing or incomplete, use the date in Block 3. Notify the Government Technical Representative that there is missing information.</p>

<u>MESSAGE NO.</u>	<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
M19	A RECORD OF THIS ITEM ALREADY EXISTS ON THE DATA ENTRY DATA BASE	The record you are trying to enter is already on the Data Entry Data Base. Verify the screen against the hard copy document making any corrections to the screen required. If the screen appears correct, you have already input this record. Move on to the next record to be input. When input is complete, PF3 and verify under Summary of Shipment Data on YCU2 that all line items on the DD Form 250 are showing processed.
*M20	THE LINE ITEM MUST BE 4 OR 6 POSITION ALPHA, NUMERIC OR ALPHANUMERIC	The structure of the Contract Line Item Number (CLIN) entered on the screen is not correct. The first four positions must be alpha, or numeric or alphanumeric. Positions five and six must be either alpha or blank. Verify the field against the hard copy document, making any necessary changes to the field and depress ENTER. If this error condition cannot be corrected the record will not be allowed to process. If the DD Form 250 is incorrect, return it to the contractor. If the data base is incorrect, send documentation to the trusted agent for action.
*M21	THIS RECORD EXISTS ON THE MAIN COMPUTER SHIPMENT FILE	The record you are trying to enter already exists on the data base. Verify the PIIN, SPIIN, SHPNO, CLIN against the hard copy document and make any necessary corrections to the screen. If no corrections are required, the record will not be allowed to process. Review the data base to determine if input is a duplicate.
*M22	THIS LINE ITEM DOES NOT MATCH THE COMPUTER ON ORDER FILE	The record you are entering does not match a valid line item record in the data base. Verify the PIIN, SPIIN, CLIN fields on the screen with the hard copy document and make



<u>MESSAGE NO.</u>	<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
		any necessary corrections to these fields. If no corrections are required, and the structure is correct, force thru the line item by placing a Y in the force-thru field (to the right of the data field). This will force the DD Form 250 onto the recycle.
M23	BOTH POSITIONS MUST CONTAIN ALPHA DATA	The Unit of Measure (PRCH-UNIT) entered on the screen does not have the proper structure. The two positions entered must be alpha. Verify the field with the hard copy document making any necessary changes to the screen as required and depress ENTER. If you cannot identify the Unit of Measure or it is missing, return the DD Form 250 to the contractor.
*M24	THE PRCH UNIT ENTERED DOES NOT MATCH THE ONE IN THE COMPUTER	The PRCH-UNIT field on the screen does not match the Unit of Measure in the on-order record. Verify the PRCH-UNIT field on the screen with the hard copy document, making any necessary changes to the screen. If no corrections are required, enter a Y in the force-thru field adjacent to the screen field. This forces the record to recycle.
M25	THIS CODE MUST BE A, C, D, F, P, OR S	The structure of the Acceptance Site (ACPT-SITE) field on the screen is other than the required A (DFAS ONLY), C, D, F, or S. P is no longer a valid code. Verify the field with the hard copy document, making any necessary changes to the screen and depress ENTER. If the error cannot be satisfied, the record will not be allowed to process. If Block 8 of the DD Form 250 is not one of these codes or is missing, return to the contractor for correction.

MESSAGE  
NO.

ERROR MESSAGES

EXPLANATION

\*M26

THE ACPT CODE  
ENTERED DOES NOT  
MATCH THE COM-  
PUTER COMBINATION

The ACPT-CODE entered on the screen does not match data elements from the on order file. Verify the code entered on the screen against the hard copy document, making any required changes or enter a Y in the force-thru field and depress ENTER. This will cause the record to recycle. The ACPT-CODE is a one character code that identifies the Acceptance site for the line item you are inputting. If block 8 of the DD Form 250 has an S or D, and block 21 states Certificate of Conformance or FAST PAY, use the chart below as a reference for determining the correct code for input:

ACPT SITE (Block 8)	INS ACPT CD (On Data Base)	ACPT CODE (Input Code)
S OR D	DD OR OC	C
D	DD	D
D	SD	D
S OR D	ND	F
S	DS	S
S	SS	S

\*M27

ACCEPTANCE FOR  
ITEM WAS PREVIOUSLY  
PROCESSED

The acceptance you are trying to process has already processed and updated the shipment record. You have either entered a control element in error (PIIN, SPIIN, SHPNO, SHP-TO, or CLIN field) or the acceptance has already processed. Verify the screen fields to the hard copy document, making any necessary changes to the field and depress ENTER. If no changes are required to the screen, this line item must be adjusted, using the correction technique for a single record correction. DFAS ONLY.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
M28	MUST BE A - Z, 2 - 9, * or %	This code is found in block 4 of DD Form 250. Use the percent sign (%) if the DD Form 250 does not have any code in Block 4.
M29	MUST BE D, S OR O	This code is found in Block 11 of the DD Form 250. When none is shown on the DD Form 250, place a Y right of the data element and depress ENTER to continue processing.
M30	THE FOB-SITE ENTERED DOES NOT MATCH THE ONE IN THE COMPUTER	The Free-On-Board Site (FOB-SITE) field on the screen does not match the FOB-SITE in the on order record in the data base. Verify the field in error with the hard copy document, making any necessary changes and depress ENTER. If a correction to the screen is not required, enter a Y in the force-thru field, adjacent to the FOB-SITE to continue processing. Forcing thru this field will not cause the record to recycle unless another accompanied by other errors.
M31	MUST BE ALPHA, NUMERIC OR ALPHA- NUMERIC XXXXXX	The Ship-To (SHP-TO) field on the screen is not structured correctly. The field must be alpha, numeric, or alpha-numeric. Verify the field in error with the hard copy document, making any necessary corrections to the field and depress ENTER. Ship To must be valid 6-character DoDAAC or MAPAD or 5-digit CAGE preceded by a space. If the DD Form 250 has a code without the correct structure, return to the contractor.
M32	THE MK-FOR CD MUST BE NUMERIC, ALPHA- NUMERIC OR BLANK XXXXXX	The Mark-For (MK-FOR) field on the screen is not structured correctly. The six position code must be alpha, numeric, alphanumeric, or be left blank. Verify the field in error with the hard copy

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		document, making any corrections necessary to the field and depress ENTER. If the error condition cannot be corrected, leave the field blank.
*M33	UNMATCHED DATA BASE SHP-TO-VALID DoDAAC CODE DoDAAC CODE	The Ship-To (SHP-TO) and/or the Mark For (MK-FOR) fields on the screen do not match a schedule record in the data base. Verify the screen fields in error with the hard copy document and correct if required, or enter a Y in the force-thru field and depress ENTER to continue validation. A forced-thru entry will force the record to recycle.
M34	MUST BE Y OR N	The structure of the Government Furnished Property/ Material (GFM) field on the screen is incorrect. The only acceptable characters for this field are Y or N. Verify the field with the hard copy document, (if the words GFP, GFM, Government Furnished Property or Government Furnished Material are in block 16 of the DD Form 250), then this field should contain a Y, making any necessary changes to the field and depress ENTER to continue validation.
M35	MUST CONTAIN 8 POSITIONS OF NUMERIC DATA OR BE BLANK	The structure of the Shipment Weight (SHP-WT) field is not correct. Each position of the field must be either numeric or blank. Verify the field in error with the hard copy document and make any necessary changes to the field and depress ENTER.
*M36	THE STRUCTURE OF THE NSN IS INCORRECT XXXXXXXXXXXXAA	The National Stock Number (NSN) field on the screen is not structured correctly. The first position of the field should be numeric;

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		positions 2-13 must be numeric with 14 and 15 being alpha or blank. Verify the field in error with the hard copy document, making any necessary changes to the field. If the structure cannot be corrected, leave the field blank.
*M37	THE NSN ENTERED DOES NOT MATCH THE ONE IN THE COMPUTER	The National Stock Number field on the screen does not match the on order record for this PIIN, SPIIN, and CLIN in the data base. Verify the field in error with the hard copy document making any necessary changes. If the entry on the screen agrees with the hard copy, enter an H in the force-thru field unless the quantity field contains a force-thru, then enter a T. Depress ENTER, which will allow this record to process.
*M38	THE MDC-AND-SFX STRUCTURE IS INCORRECT	<p>The MILSTRIP Document Number (MDC-AND-SFX) field on the screen does not meet the following required criteria. The field may be all blanks or;</p> <p>Position 1 must be A-F, H, J-N, P-W, Z, or 0-9.</p> <p>Positions 2-6 must be alpha, numeric, or alphanumeric.</p> <p>Positions 7-10 must be numeric.</p> <p>Positions 11-14 must be alpha, numeric, or alphanumeric.</p> <p>Position 15 must be A-H, J-M, Q, T-Z, 2-9, or blank.</p> <p>Verify the field in error, using the hard copy document, making any necessary changes to the field and depress ENTER. If the structure is incorrect, return to the Contractor.</p>

<u>MESSAGE NO.</u>	<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
*M39	MILSTRIP NO ENTERED DOES NOT MATCH THE COMPUTER SCHEDULE FILE	The record you are trying to enter does not have a matching schedule on file in the data base. Verify the control fields (PIIN, SPIIN, SHPNO, CLIN, MDC-AND-SFX) making sure they are the same as shown on the hard copy document. Correct if required, or enter a Y in the force-thru field and depress ENTER to resume validation, forcing this record to recycle.
M40	THE QTY-SHPD MUST CONTAIN 8 NUMERIC SHPD) CHARACTERS	The Quantity Shipped (QTY-field is not numeric. You do not need to precede with zeros. The system will right-justify the number you entered and move zeros to the left, filling the field. Verify the field with the hard copy document, making changes as necessary and depressing ENTER. If the document contains anything other than numerics or whole numbers, return to the Contractor.
*M41	THE QTY ENTERED EXCEEDS THE BALANCE DUE FOR THIS LINE ITEM	The Quantity shipped (QTY-SHPD) entered on the screen exceeds the remaining balance (On order quantity, minus the quantity shipped). You have either entered the wrong quantity and need to correct the screen, or the QTY-SHPD field will require a force-thru to process. Verify the field with the hard copy document, making any necessary changes and depressing ENTER. DD Form 250s must be researched to determine the reason for exceeding the On-Order Quantity. ACO action may be required.
*M42	THE PRCH-UNIT ENTERED IS DIFFERENT THAN THE COMPUTER RECORD	The Unit of Measure (PRCH-UNIT) field does not match the data base. Verify the field in error with the hard copy document, making any necessary changes and depressing ENTER.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION																
		If the error cannot be corrected, a force-thru is required. Enter a Y in the force-thru field, following the PRCH-UNIT, and depress ENTER again, forcing this record to recycle.																
M43	THE SHP-ADV-CD MUST BE AN A, B, C, D, E, F, G, H, OR Z	The Shipment Advice Code (SHP-ADV-CD) is not A, B, C, D, E, F, G, H, or Z. No other entry valid. Verify the field in error with the hard copy document. Below are a list of valid codes with an explanation for each:																
		<table><tr><th>CODE</th><th>DESCRIPTION</th></tr><tr><td>A</td><td>Initial shipment involving missing components.</td></tr><tr><td>B</td><td>Shipment furnishing missing components.</td></tr><tr><td>C</td><td>Quantity Increase. Due to overages, the quantity is an increase over that previously reported as shipped.</td></tr><tr><td>D</td><td>Quantity Decrease. Due to missing, damaged, or nonconforming supplies, the quantity is decreased from that previously reported as shipped.</td></tr><tr><td>E</td><td>Replacement Shipment. Supplies were previously reported as a quantity decrease due to missing, damaged, or nonconforming supplies.</td></tr><tr><td>F</td><td>Shipped and held in bond at contractor's plant. Shipment has been accepted.</td></tr><tr><td>G</td><td>Shipped and held as Government Furnished Property. Shipment has been accepted.</td></tr></table>	CODE	DESCRIPTION	A	Initial shipment involving missing components.	B	Shipment furnishing missing components.	C	Quantity Increase. Due to overages, the quantity is an increase over that previously reported as shipped.	D	Quantity Decrease. Due to missing, damaged, or nonconforming supplies, the quantity is decreased from that previously reported as shipped.	E	Replacement Shipment. Supplies were previously reported as a quantity decrease due to missing, damaged, or nonconforming supplies.	F	Shipped and held in bond at contractor's plant. Shipment has been accepted.	G	Shipped and held as Government Furnished Property. Shipment has been accepted.
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MESSAGE NO.	ERROR MESSAGES	EXPLANATION						
		<table><tr><th>CODE</th><th>DESCRIPTION</th></tr><tr><td>H</td><td>Shipped or performed as indicated. No special circumstances. This code is used when no other codes can be identified.</td></tr><tr><td>Z</td><td>Underrun quantity. Final shipment of Contract Line where underrun variation is authorized and the condition exists. This code must be against each line item containing a quantity variation underrun in order to facilitate movement of the contract to section 2.</td></tr></table>	CODE	DESCRIPTION	H	Shipped or performed as indicated. No special circumstances. This code is used when no other codes can be identified.	Z	Underrun quantity. Final shipment of Contract Line where underrun variation is authorized and the condition exists. This code must be against each line item containing a quantity variation underrun in order to facilitate movement of the contract to section 2.
CODE	DESCRIPTION							
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Z	Underrun quantity. Final shipment of Contract Line where underrun variation is authorized and the condition exists. This code must be against each line item containing a quantity variation underrun in order to facilitate movement of the contract to section 2.							
*M44	CONTRACT IS NOT ACTIVE, PRIME OR PAYMENT ONLY	When this error message appears, check the PIIN, SPIIN entered on the screen against the hard copy document. If they agree, then the contract is not in CAR-SEC-NO-1. Have the contract moved back to section 1 before attempting to reinput this transaction.						
M45	ONE OF THE RECORD(S) BEING RELEASED WAS NOT ON ORDER	This error message is displayed when trying to process a recycle release and all records to be released do not have a valid on order established in the data base. Either the wrong control data has been entered (i.e., PIIN, SPIIN, SHPNO) or the CLIN on the record to be released is required. Verify the control fields on the screen with the hard copy document, making any necessary changes and depressing ENTER. If an error was not made, enter the CLIN (in each record to be released) on the screen and depress ENTER. If an on order record exists, the screen will be valid; otherwise, an On Order is not established for this CLIN.						



<u>MESSAGE NO.</u>	<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
*M46	YOU ATTEMPTED TO ENTER A NEW RECORD AND A CORRECTION ON THE SAME LINE ITEM	This error message is displayed when the control data (PIIN, SPIIN, SHPNO) entered on the screen for processing as a new record, matches a record on the Data Entry Data Base (DEDB). You have either entered the control data in error or the record (s) on the DEDB must be used to update the Host Data Base, prior to the processing of the new record (s) you are trying to enter. Verify the control fields on the screen with the hard copy document. Changes to these fields will require you to go back to the MOCAS Shipment and Acceptance Menu and enter the correct control data (depress the PF2 key) to return to the error condition cannot be corrected, the record will not be allowed to process until the matching corrected record/ records have updated the Host Data Base. Do this by entering a Function 9 on the Master Menu and depressing ENTER.
*M47	MUST MATCH A RECORD IN THE COMPUTER SHIPMENT FILE	This error message is displayed on the screen when you are trying to process a single record correction and the control fields entered on the screen do not match an existing record on the shipment file. For a single record correction to process, a matching record must exist on the shipment file. You have either entered the wrong PIIN, SPIIN, SHPNO, CLIN, and/or MDC-AND-SFX fields on the screen or the record you are trying to correct is not on the shipment file. You should verify the PIIN, SPIIN, SHPNO, CLIN, and/or MDC-AND-SFX screen fields against the hard copy document making any

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		necessary changes and depress ENTER. If this error condi- tion cannot be corrected, the record cannot be allowed to process and must be set aside for research.
*M48	THIS IS NOT AN ACTIVE CONTRACT	This error message is dis- played on the screen when the record you are trying to correct relates to a contract that is no longer in an active status in the data base. You have either made an error in entering the PIIN, SPIIN fields or the contract must be moved back to an active status before the correction can process. First, verify the PIIN, SPIIN on the screen with the hard copy document. Changes can only be made by going back to the MOCAS Ship- ment Acceptance Menu. If the error condition cannot be corrected, set the document aside and have the Trusted Agent move the contract back to an active status prior to processing this correction.
M49	THE SELECTED FUNCTION MUST BE 1 OR 2	The function you have entered is not valid. You must enter either a 1 or a 2; 1 for a Mass Record Correction, 2 for a Single Record Correction. No other selection is acceptable.
*M50	MASS RECORD CHANGE SHOULD NOT CONTAIN LINE ITEM	This error message is dis- played on the screen when you have selected a mass record change and entered data in the CLIN field on the screen. The CLIN cannot be specified on a mass record correction. If you wish only to correct a specific line item, you should select single record correc- tion. A mass record correc- tion results in all line items for a specified PIIN, SPIIN, SHPNO being changed, not just

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		one CLIN. You should decide if one or multiple records need to be corrected and either erase the CLIN off the screen or select the Single Record Correction.
*M51	YOU ATTEMPTED TO ACCEPT A SPECIAL DATA ITEM FROM THE WRONG ACCEP- TANCE POINT	The acceptance point for the transaction you are trying to process does not match the one that is required for this special data item. Verify the SHP-TO field on the on the screen with the hard copy document making any necessary changes to the screen and depress ENTER. DFAS USE ONLY.
M52	MUST BE D, M, N, O, S, T, U, W, X, OR BLANK	The DISCREP-CD entered is not valid, must be D, M, N, O, S, T, U, W, X, or blank. Verify the code entered with the hard copy document. DFAS USE ONLY.
M53	MUST BE G, H, L, P, Q, S, OR T	The SPN-STAT-CD entered is not valid, must be G, H, L, P, Q, S, or T. DFAS USE ONLY.
M54	MUST BE Z, E OR BLANK	The STATUS Code entered on the screen is not a E, Z, or blank, no other character is valid. Review the the screen field and correct the Status field, as necessary, and depress ENTER.
*M55	ATTEMPTING THE WRONG TYPE OF RECORD CORREC- TION	<p>a. Mass Record Correction - This error condition is encountered when a mass record correction is trying to process, and the records to be corrected are not all on the processed chain (M, P, or Q) or all on the recycling chain ® on the shipment file in the Host Data Base. You should sight verify the hard copy Procurement Instrument Identification Number (PIIN), Supplementary Procurement Instrument Identification Number (SPIIN), and Contractor Shipment Number (SHPNO) with</p>

MESSAGE NO.	ERROR MESSAGES	EXPLANATION								
		<p>the screen making any necessary changes and depress ENTER. If the screen is accurate, a mass record correction will not be allowed to process. Correction must be made under the single record correction process.</p> <p>b. Single Record Correction - This error message is displayed on the screen when the Status Code entered and the records on the shipment file to be corrected are not compatible.</p>								
		<table><tr><th>CODE</th><th>RECORDS TO BE CORRECTED</th></tr><tr><td>Blank</td><td>All records being corrected must be on the recycle chain (R chain).</td></tr><tr><td>Z</td><td>All records being corrected must be on a processed chain (P, M, or Q chain codes).</td></tr><tr><td>E</td><td>All records being corrected must be on either the processed chain or the deleted chain (P, M, Q, or Z chain codes).</td></tr></table>	CODE	RECORDS TO BE CORRECTED	Blank	All records being corrected must be on the recycle chain (R chain).	Z	All records being corrected must be on a processed chain (P, M, or Q chain codes).	E	All records being corrected must be on either the processed chain or the deleted chain (P, M, Q, or Z chain codes).
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E	All records being corrected must be on either the processed chain or the deleted chain (P, M, Q, or Z chain codes).									
*M56	MUST MATCH A MISSING SHIPMENT RECORD	<p>When you are trying to activate or deactivate a Missing Shipment Record and the PIIN, SPIIN, SHPNO, and SHPNO-XTND on the screen do not match a Missing Shipment Record on the shipment file. You have either entered one or more of these fields in error or the action cannot process because a Missing Shipment Record is not established in the shipment file. Verify the aforementioned screen fields with the hard copy document, making any necessary changes to the screen (changes to PIIN, SPIIN, SHPNO require you to go back to MOCAS Shipment and Acceptance cannot be</p>								

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		corrected, the Missing Ship- ment record will not be allowed to process and must be set aside for research.
M57	IF FUNCTION 2 IS SELECTED THIS FIELD MUST CONTAIN DATA	You have selected the single record correction function but have not entered in the CLIN field on the screen. For single record correction function to process the CLIN field must contain data. Review the hard copy document and enter the applicable CLIN on the screen and depress ENTER. If this error condi- tion cannot be satisfied the correction will not process and must be set aside for research.
*M58	DOWNWARD QTY ADJ MUST CONTAIN A QTY WHICH IS LESS THAN PREV QTY	A Status Code of E and a SHP-ADV-CD of D indicates a downward adjustment in the QTY-SHPD. However the QTY- SHPD that was entered in the field for the PREV QTY is not less than the QTY-SHPD in the previously processed shipment record, that is being cor- rected. Verify the quantity shipped (QTY-SHPD) field on the screen with the hard copy document, making any necessary corrections to the screen field. If no corrections are made to the QTY-SHPD field, either the CD is in error or the action will not be allowed to process. Verify the SHP- ADV-CD with the hard copy document, making any necessary changes to the screen and depress ENTER. If the error condition cannot be corrected, the SHP-ADV-CD must be changed to H.
*M59	UPWARD QTY ADJ MUST CONTAIN A GREATER QTY THAN PREVIOUS QTY	A Status Code is E and the SHP-ADV-CD is C, indicates an upward quantity adjustment. However, the QTY-SHP that was entered for the record being corrected is not greater than the QTY shipped in the record.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		Verify the QTY-SHPD field with the hard copy document making changes as necessary and depress ENTER. If no corrections to QTY-SHPD field are made and/or the error condition continues, verify the SHP-ADV-CD on the screen with the hard copy document making changes as necessary and depress ENTER again. If the error condition cannot be corrected, the SHP-ADV-CD must be changed.
*M60	FUP TRANS MUST MATCH A COMPUTER SHIPMENT RECORD WITH A D ACPT-CD	The follow up record being processed does not match a processed shipment record that is awaiting destination acceptance. Verify the control data (PIIN, SPIIN, SHPNO, CLIN) fields with the hard copy document, making any necessary changes and depress ENTER. DFAS USE ONLY.
M61	FOLLOW UP STATUS MUST BE 0, 1, 2, 4, 5, 6, 7, 8, 9, OR BLANK	The only acceptable entries for the FUP-IND field are 0, 1, 2, 4, 5, 6, 7, 8, and 9. This field may be blank. Review the field and enter the appropriate code and depress ENTER. DFAS USE ONLY.
*M62	ACPT TRANS MUST MATCH A COMPUTER SHIPMENT RECORD WITH D ACPT CD	The acceptance transaction entered does not match a shipment record awaiting destination acceptance. Verify the control fields (PIIN, SPIIN, SHPNO, SHP-TO, CLIN) the hard copy acceptance document, making any necessary changes and depress ENTER again. DFAS USE ONLY.
M63	MUST BE NUMERIC	The structure of the quantity (QTY-SHPD) entered is incorrect. Enter the quantity shipped from the hard copy document, making necessary changes to the QTY-SHPD field and depress ENTER. The document must be returned to the contractor for correction, if the quantity shipped contains alphas or is blank.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
M64	MUST MATCH QTY SHPD IN COMPUTER RECORD	The quantity shipped entered is different from the quantity shipped in the shipment record awaiting destination acceptance. Verify the field against the hard copy document, make necessary changes and depress ENTER. If they agree then this record must be adjusted using the Single record correction technique. DFAS USE ONLY.
M65	MUST CONTAIN 8 NUMERIC CHARACTERS	The data entered contains other than numeric characters. To correct, enter the quantity from the hard copy document, making the necessary changes to the data field and depress ENTER. The document must be returned to the contractor for correction, if there is no quantity or it contains alphas.
*M66	QTY-SHPD MUST EQUAL QTY-ACPT	Verify the data in the QTY-SHPD and QTY-ACPT fields to the hard copy document making the necessary changes. If the two fields are unequal, then a discrepancy code is applicable. Determine which code should be entered by using the explanation under discrepancy code or set the document aside for research. DFAS USE ONLY.
M67	IF THE ACCEPTANCE DATE IS ESTIMATED THE QUANTITY ACCEPTED FIELD MUST BE ALL ZEROS	You are entering the proposed acceptance date and are not accepting any items. Therefore, no value is acceptable in the quantity accepted field. DFAS USE ONLY.
*M68	THE MDC-AND-SFX IN ONE CLIN IS NOT THE SAME AS SCHD RECORD	One of the records being corrected does not have a matching schedule in the data base. Verify the control fields (PIIN, SPIIN, SHPNO) to ensure they match the hard copy document you are entering. If a correction is

MESSAGE NO.	ERROR MESSAGES	EXPLANATION														
		not required to the PIIN/SPIIN and/or SHPNO fields, use the Single Record Correction technique so this field can be corrected.														
M69	MUST BE G, L, Q, OR S	Other than G, L, Q, or S are in this field, correct, and depress ENTER.														
M70	MUST BE A, B, C, D, F, OR BLANK	The following table explains each code: <table><tr><th>CODE</th><th>DESCRIPTION</th></tr><tr><td>A</td><td>Reply to a previous request.</td></tr><tr><td>B</td><td>No record.</td></tr><tr><td>C</td><td>Corrected transaction.</td></tr><tr><td>D</td><td>Interim Reply.</td></tr><tr><td>F</td><td>Final Reply or Report.</td></tr><tr><td>Blank</td><td>Normally the transaction status will be blank unless the document depicts one of the above circumstances.</td></tr></table>	CODE	DESCRIPTION	A	Reply to a previous request.	B	No record.	C	Corrected transaction.	D	Interim Reply.	F	Final Reply or Report.	Blank	Normally the transaction status will be blank unless the document depicts one of the above circumstances.
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F	Final Reply or Report.															
Blank	Normally the transaction status will be blank unless the document depicts one of the above circumstances.															
M71	MASS RECORD CORRECTION CANNOT CONTAIN MDC-AND SFX	When doing a mass record correction, the MILSTRIP number must be left blank. If you need to correct the MILSTRIP number, use Function 2 (Single Record Correction).														
M72	THIS FIELD CANNOT CONTAIN A DATE IF THE ACCEPTANCE SITE IS A D	If the item you are correcting is accepted, forward the DD Form 250 to DFAS for processing.														
M73	RECORD NOT ON DATA ENTRY DATA BASE	The PIIN, SPIIN, and/or SHPNO on the record being deleted is not on the Data Entry Data Base. Verify the PIIN, SPIIN, SHPNO with the hard copy document, making changes as necessary and depress ENTER.														



<u>MESSAGE NO.</u>	<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
*M74	CONTROL FIELDS CANNOT CHANGED ON A BACKOUT TRANSACTION	When backing out a record (Z), you cannot BE change a control data field. If this correc- tion requires change to the control fields the Status Code should be E (for a processed record) or blank (for a recy- cling record).
*M75	THIS CORRECTION HAS BEEN MADE AND RESIDES ON THE DATA ENTRY DATA BASE	The record you are trying to enter already exists on the Data Entry Data Base. You have entered the Control Data (PIIN, SPIIN, SHPNO) in error or the record already exists on the data base. Verify the appropriate control fields with the hard copy document and make necessary changes to the field. If no corrections are required, the document should be processed by entering a function 9 from screen SP0001.
M76	THIS CLIN IS NOT RECYCLING	A recycling record is not found in the shipment file on the Host Data Base. The control data (PIIN, SPIIN, SHPNO, CLIN) entered may be in error. Compare the fields (PIIN, SPIIN, SHPNO, CLIN) to the hard copy document and make necessary changes to the fields and depress ENTER. If no corrections are required, the record will not be allowed to process and should be set aside for research. DFAS USE ONLY.
M77	THE ACT-EST-DT CANNOT BE GREATER THAN TODAYS DATE	The acceptance date cannot be later than today's date; otherwise, you would be estimating when acceptance is to occur and not when it actually took place. Compare the field with hard copy document; if in agreement, set the document aside so that the actual date of acceptance can be obtained. DFAS USE ONLY.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
M78	THE PRCH UNIT ENTERED DOES NOT MATCH THE ONE IN THE COMPUTER	If this error message appears on the screen, verify the unit of measure entered with the hard copy document, making any necessary changes. If the field does not require a correction, this record will not process, research the contract to determine the correct unit of measure. If the DD Form 250 cites the wrong unit of measure return it to the contractor for correction.
M79	THIS CONTRACT IS NOT IN THE DATA BASE OR IS NOT ACTIVE	You are trying to release a recycling record for revalidation when the contract is not in the data base. Set the document aside for research. DFAS/FASST USE ONLY.
M80	SCHEDULE RECORD MISSING	<p>The shipment you have entered as a supply line does not have a schedule built on the data base. Check the DD Form 250 to determine if it is a service or supply line.</p> <p>a. If it is a service line F2, to Screen SP0001 and reinput the DD Form 250 using Function 1.</p> <p>b. If it is a supply line F2, to Screen SP0001. Forward documentation to the Contract Management Assistant or Trusted Agent to correct the data base by building the missing supply schedule. After the data base has been corrected, reinput the DD Form 250.</p>
M81	THE QTY-SHPD MUST CONTAIN 11 NUMERIC CHARACTERS	The Quantity Shipped (QTY-SHPD) entered in the field does not meet the required structure. The only acceptable characters are numeric. Do not precede the entry with zeros. The system will right-justify the number entered and move zeros to the left, filling the field.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		Verify the field with the hard copy document, making any necessary changes, as required, and depress ENTER. The document must be returned to the contractor for correction if there is no quantity or if it contains alphas.
*M82	THIS RECORD IS NOT ON THE DATA ENTRY DATA	<p>You attempted to update the main data base shipment file with a record that is not on the Data Entry Data Base. Verify the PIIN, SPIIN, SHPNO fields on the screen against the hard copy document, correct as required.</p> <p>If an error was not made the record will have to be re-input.</p>
M83	THE SHP-TO DOES NOT MATCH THE SHP-TO IN THE COMPUTER	<p>The SHP-TO Code entered on the screen is not the same as the SHP-TO in the data base. Verify that the SHP-TO entered in the field agrees with SHP-TO on the hard copy document. If not, research the contract to determine if:</p> <ul style="list-style-type: none"> <li>a. The SHP-TO in the data base matches the hard copy document. If the data base is correct and agrees with the hard copy document, return the DD Form 250 to the contractor for correction.</li> <li>b. The data base is incorrect, forward the documentation to the contract management assistant or Trusted Agent for correction.</li> </ul>
M84	THIS RECORD IS ON THE DATA ENTRY DATA BASE AS A CORRECTION (SAME PIIN, SPIIN, SHPNO)	The shipment correction menu, was previously selected and a record already exists on the Data Entry Data Base but has not been updated in the Host data base. Verify the entry and make corrections to the PIIN, SPIIN, and SHPNO as necessary or update Host data base, using Function 9.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
M85	SHPNO HAS BEEN USED ON THIS CONTRACT PIIN/SPIIN/SHPNO	The shipment number that was entered matches an already existing record in the data base. Verify that the PIIN/SPIIN/SHPNO entered agrees with the hard copy document, if so, this is the second time the shipment number has been used. If you want to enter a record that was missed on this DD Form 250, enter a Y in the force-thru field, adjacent to the SHPNO on the screen; otherwise, view the records using Summary of Shipment Data by Contract, YCU2 (function 5 and then 10) or YCA1 (function E and then E). Assure all records are processed and file the DD Form 250.
M86	THE ACPT CD IN ONE RCD ON THIS SHPMT ISN'T IN AGREEMENT WITH DATA BASE	<p>This error message will be displayed when the ACPT-CD in the field does not match the one entered from the DD Form 250. Check the ACPT-CD entered in the field against the hard copy document, making changes as necessary. If the error message still displays, research the contract to determine if:</p> <p>a. The data base is correct and agrees with the hard copy document, return the DD Form 250 to the contractor for correction.</p> <p>b. The data base is incorrect, forward the documentation to the contract management assistant or Trusted Agent for correction.</p>
M87	YOU CHANGED THE PIIN/SPIIN AND NOW THE NSN DOES NOT MATCH	A PIIN/SPIIN change was made and now the National Stock Number (NSN) entered for one of the CLINs does not match the record in the Host data base. If the PIIN/SPIIN/SHPNO

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		entered are correct, you need to use the Single Correction (Screen SP4000, function 1) to change the fields instead of attempting a MASS record correction.
M88	IF THE ITEM IS ACPTD THIS FLD MUST CONTAIN THE ACPTNCE DT	The acceptance site in the record has been changed from a D to an A or S, which indicates the material/service is accepted; therefore, a QA-SIGND-DT (date the material was accepted) is required and must be entered. DFAS USE ONLY.
M89	CANNOT HAVE A PARTIAL AND A FINAL FOR THE SAME SHIPMENT NO.	The shipment number entered in the new SHPNO field will make a partial and a final shipment on this contract. Check the shipment number on the screen against the hard copy DD Form 250. If a correction is not required, return both DD Form 250 (partial and final) to the contractor for correction.
*M90	MATCHED DATA BASE SHP-TO-INVALID DoDAAC CODE	The transaction matched the data base record but the code does not match the address file. Verify SHP-TO DoDAAC for this record, making changes as necessary. If the DoDAAC was entered correctly, contact the MAF clerk at DFAS to add the address.
M91	THE INPUT ACPT-SITE IS NOT IN AGRMT WITH THE LINE ITEM RECORD	The acceptance site in the line item (CLIN) record does not match the acceptance site on the screen. Check the new PIIN, SPIIN, CLIN, and ACP-SITE fields against the hard copy document. If they agree, this will not process as a correction. If you changed the PIIN, SPIIN, and/or CLIN and you would like the record to recycle, input on Screen SP1000 and SP2000, depending on whether it is a supply or service line item.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
M92	ONE OF THE LINE ITEMS FOR THIS SHIPMENT IS NOT ON ORDER	The shipment you are correct- ing contains a line item that does not match the data base, F2 to return to SP4000. Research the contract to determine if the item should be established in the data base. If the line item is valid, forward the necessary documentation to the contract management assistant or Trusted Agent so that they can input it. If the line item is not valid and does not display the hard copy contract, the DD Form 250 is incorrect and should be returned to the contractor for correction.
M93	THIS SHIPMENT IS ON THE DATA ENTRY DATA BASE FOR ANOTHER FUNCTION	Review the PIIN, SPIIN, SHPNO fields against the hard copy document. If a correction is not required, you will need to update the host data base for your previous action before being permitted to perform the current function selected.
M94	THIS SHIPMENT WAS COR- RECTED AND RESIDES ON THE DATA ENTRY DATA	You have made this correction, and it resides on the Data Entry Data Base for the function selected. Either delete the entry or update the host data base with the first action before attempting to make this correction.
M95	MUST BE Z OR BLANK	The Status Code entered on the screen is other than a Z, E, or blank and no other charac- ter is valid. Verify the entry in the field and correct the Status Code as necessary and depress ENTER.
M96	THE PRCH-UNIT IN ONE RCRD ON THIS SHIPMT IS NOT IN AGRMT W/DB	One of the records you are attempting to release has a different purchase unit (unit of measure) than the one in for the line item in the data base (CLNS file). The line item or the shipment record will have to be corrected before this record will be allowed to process. DFAS USE ONLY.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
M97	CAN'T MAKE DESTINATION ACPTNCE IF SHIPMT PRCS SAME CYCLE	You cannot enter the SHIP-TO side of a destination DD Form 250 and accept the in the same cycle. If you are entering a destination acceptance shipment after acceptance has occurred, use an A for the acceptance code. DFAS USE ONLY.
M98	THE CLIN ENTERED DOESN'T MATCH A RECYCLING RECORD	An error was made when entering the CLIN. Check the CLIN fields against the hard copy DD Form 250 Recycling Awaiting Action Report and correct as necessary. DFAS USE ONLY.
M99	UNMATCHED DATA BASE SHP-TO-INVALID DoDAAC CODE	<p>The record does not match the schedule or address file in the data base. Place a Y in the force-thru field to the right of the MK-FOR to cause the record to recycle. Research the contract to determine if:</p> <p>a. The SHP-TO DoDAAC in the data base matches the hard copy document. If the data base is correct and agrees with the hard copy document, return the DD Form 250 to the contractor for correction.</p> <p>b. The data base is incorrect, forward the documentation to the contract management assistant or Trusted Agent for correction.</p> <p>c. If the DoDAAC has been FLAGGED FOR DELETE, contact the MAF clerk at DFAS so that they can reinstate the code until the DD Form 250 has been entered.</p>
*MM1	SHP-TO DOES NOT MATCH ADDRESS FILE	The record does not match the schedule or address file in the data base. Place a Y in the force-thru field to the right of the MK-FOR to cause the record to recycle. Research the contract to determine if:

MESSAGE NO.	ERROR MESSAGES	EXPLANATION														
		<p>a. The SHP-TO DoDAAC in the data base matches the hard copy document. If the data base is correct and agrees with the hard copy document, return the DD Form 250 to the contractor for correction.</p> <p>b. The data base is incorrect, forward the documentation to the contract management assistant or Trusted Agent for correction.</p> <p>c. If the DoDAAC has been FLAGGED FOR DELETE, contact the MAF clerk at DFAS so that they can reinstate the code until the DD Form 250 has been entered.</p>														
MM2	CODE ENTERED DOES NOT AGREE WITH CONDITION BEING RELEASED	<p>The code to message relationship is as follows:</p> <table><tr><th>CODE</th><th>REPORT MESSAGE</th></tr><tr><td>G</td><td>F/C INVLD SHP2/MRK4</td></tr><tr><td>Q</td><td>F/C INVLD SHP2/MRK4</td></tr><tr><td>L</td><td>F/C MILSTRIP NUMBER</td></tr><tr><td>S</td><td>F/C INVLD SHP2/MRK4</td></tr><tr><td></td><td>and</td></tr><tr><td></td><td>F/C MILSTRIP NUMBER</td></tr></table> <p>DFAS USE ONLY.</p>	CODE	REPORT MESSAGE	G	F/C INVLD SHP2/MRK4	Q	F/C INVLD SHP2/MRK4	L	F/C MILSTRIP NUMBER	S	F/C INVLD SHP2/MRK4		and		F/C MILSTRIP NUMBER
CODE	REPORT MESSAGE															
G	F/C INVLD SHP2/MRK4															
Q	F/C INVLD SHP2/MRK4															
L	F/C MILSTRIP NUMBER															
S	F/C INVLD SHP2/MRK4															
	and															
	F/C MILSTRIP NUMBER															
MM3	IF DISCREP CD PRESENT ACPT SITE MUST BE "D"	<p>If a discrepancy code is entered, the quantity accepted must be different than the quantity shipped. An A acceptance site will cause the data base to move the value 1 in the quantity shipped field to the quantity accepted field. So an A acceptance site cannot be used if a discrepancy is entered.</p> <p>DFAS USE ONLY.</p>														
MM4	DLVRD-DT CANNOT BE GREATER THAN ACT-EST-DT	<p>The dates entered indicate the item was accepted before it was received. If an entry error was not made, you will need to contact the point who furnished the acceptance so</p>														



<u>MESSAGE NO.</u>	<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
		the correct dates can be entered. The DLVRD-DT is the date the material reached the point where acceptance is to be made. DFAS USE ONLY.
MM6	SCHED SHIP-TO = "U"	<p>This error message will appear in the error message field on Screen CT5840. It will not appear on Screen SP2000. This error message means that the schedule record on the DD Form 250 is matching against a U in the Ship to Field on the data base. The system will force in the Ship To/Mark For Milstrip from the DD Form 250 if the Mark For/Milstrip on the data base are blank. The DD Form 250 will not recycle for the above condition unless this error is combined with another. If the data base contains a Mark For and MILSTRIP, the U in the Ship-To field must be corrected. Forward the documentation to the contract management assistant or Trusted Agent.</p> <p>If two DD Form 250s with the same PIIN/SPIIN/CLIN but different SHIP-TO/MARK For/MILSTRIPS are received in the same cycle, the system will process the first one and recycle the second. If the DD Form 250 was entered online, an error message M33 and M39 will display in conjunction with the MM6.</p> <p>If the DD form 250 was processed from a contractor furnished VDI's tape (through batch), no error message will appear with the MM6, but the DD Form 250 will recycle. In the event that the DD Form 250 matches numerous schedules,</p>

MESSAGE  
NO. \_\_\_\_\_

ERROR MESSAGES

EXPLANATION

all of which contain a U in the Ship-To field, the data base will force in the Ship To/MarkFor/MILSTRIP, starting with the oldest schedule record first. It will stop when the total quantity shipped has been placed into the schedule records.

#### 1.10.5 OUTPUT REPORTS

a. GENERAL - The following is a list of those reports that are generated by the DD Form 250 process.

(1) Reports used by DFAS:

- MAAPR - UYFD05 - Manual
- UYFD06 - API
- UYFD07 - Corrected

(2) Reports used by DCMC:

- DDL - UNMC420A
- Missing Partial List - UNMC160A
- Recycle List - UNMC140A
- A Coded Listing - UNMC01 (formerly UYFD17)

(3) Reports used by the other Services:

- SPNs - SERVICES
- DARTS - RECEIVING ACTIVITY

b. The DCMC reports are explained in this chapter, sections 1.10.5.1 through 1.10.5.7.

#### 1.10.5.1 UNMA010B - REJECT DELIVERY/ACCEPTANCE TRANSACTIONS

##### a. Data Summary

###### PURPOSE:

Provides the user a listing of DD Form 250s, processed in a batch cycle, which failed to pass the EDI/VDI validation and require correction. If the database is in error, it must be corrected to reflect the hard copy contractual document. DD Form 250s in error, must be returned to the contractor within seven days for correction to avoid accruing interest charges. When a DD Form 250 is returned to the contractor, delete the shipment list.

###### NOTES:

a. EDI/VDI, DD Form 250 transactions that have rejected, must be worked from the above report, since they do not have visibility in MOCAS and will not appear on the UNMC140A, DD Form 250 Recycling Awaiting Action.

b. Initial Shipping Instructions (ISI) and Alternate Shipping Instructions (ASI) must be received in hard copy (i.e., letter, TWX, MOD) before corrections can be made to the data base. A QAR signature in Block 23 reflecting ASI/ISI is also acceptable.

###### SOURCE OF DATA:

Data Base Validation

###### TYPE/MEDIUM:

Output Report - ORS/Standard Paper

###### FREQUENCY/RETENTION:

Daily - As Determined Locally

###### SORT SEQUENCE:

Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/Contract Line Item Number within batch and Contract Administration Office

###### PAGE BREAK:

Contract Administration Office

###### SPECIAL INSTRUCTIONS:

Transactions which have both rejectable and recyclable errors will not appear on the DD Form 250 Recycling Awaiting Action Report, UNMC140A. Report data is not cumulative.

b. Report Format

```

*****
REPORT NUMBER      UNMA010B      DATE 96 MAY 29      CA0 CODE WF      PAGE 0057
                   REJECTED DELIVERY-ACCEPTANCE TRANSACTIONS ***ACCEPTABLE ERRORS
                   PIIN      SPIIN      SHIP NO      BATCH NO      ERRORS
                   N0002493C5108      MNX0242      RECYL
                   E
                   S
FIC CLIN      T DTE SHPD MDE C TO FOR MIL SHPD V UM A C T
NQA 0001 AC 96 MAY 16 B D N62786 000000001 H LO S 310 ***F/C-DUPHPMT NO
                                     314 ***F/C-INVLD SHP2/
                                     MRK4
                                     101 DUPLICATE SHIPMENT

FIC TRNSPT REF NO STOCK NUMBER      WEIGHT SPC ST 101 DUPLICATE SHIPMENT
NQB      N      00004701 T
                   DATE      DATE      S
FIC      QAR SGN/ACPT RECVD      GFM FOB T
NQQ      96 MAY 16 96 MAY 21 Y S

                   PIIN      SPIIN      SHIP NO      BATCH NO
                   N0002493C5108      MNX0243      RECYL
                   E
                   S
FIC CLIN      T DTE SHPD MDE C TO FOR MIL SHPD V UM A C T
NQA WW11 96 MAY 17 % D N62785 000000003 G EA S 101 DUPLICATE SHIPMENT

FIC TRNSPT REF NO STOCK NUMBER      WEIGHT SPC ST 101 DUPLICATE SHIPMENT
NQB      N      00000000
                   DATE      DATE      S
FIC      QAR SGN/ACPT RECVD      GFM FOB T
NQQ      96 MAY 21 Y S

```

FIGURE 1.10.5-1

c. Report Element Description.

REPORT ELEMENT	ELEMENT DESCRIPTION
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - The Contract Number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - The four position number identifying an order (if 9th position of the PIIN is an A, D, or G).
SHP-NO	CONTRACTOR SHIPMENT NUMBER - An eight position number assigned sequentially. The first three positions must be alphabetic. The fourth position can be alpha or numeric. The fifth through the seventh positions must be numeric. The eighth position is either alpha or blank.
BATCH NO	Identifies the Batch number that created this report.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
ERRORS	Messages indicating why a record is being rejected and whether it is an acceptable or rejectable type of error. Acceptable errors are errors that should be corrected but did not stop the DD Form 250 from processing. Acceptable errors are identified by three asterisks preceding the message.
FIC	<p>FORMAT IDENTIFIER CODE - For the transaction being reported.</p> <p>a. NQA -- Used to input data elements about a supply line item shipment.</p> <p>b. NQB -- Used to input data elements about a supply line item shipment.</p> <p>c. NQD -- Used for deleting a shipment record from the recycle file.</p> <p>d. NQF -- Used to input data elements about a supply line item shipment.</p> <p>e. NQG -- Used to input data elements about a service line item shipment.</p> <p>f. NKQ -- Used to input local destination acceptance.</p> <p>g. NQR -- Used to Release delivery/service transaction from recycle.</p> <p>h. NQQ -- Used to input data elements about a supply and/or service line item shipment.</p>
NQA	Used to input data elements about a supply line item shipment.
CLIN	CONTRACT LINE ITEM NUMBER - The line item used to identify the item being shipped.
EST	E in this field indicates an estimated date.
DTE SHP	The actual or estimated date the material was shipped. If this is an estimated ship date the decade position in the year will be alpha (i.e., P for 70s, Q for 80s and R for 90s). The format is YYMMDD.
MDE	<p>MODE OF SHIPMENT - used to deliver the item which shipped. For a detailed explanation of the codes see Part 1, Chapter 5</p> <p>a -- Motor, truckload</p> <p>b -- Motor, less truckload</p> <p>c -- Van (unpacked, uncrated personal and/or Government Property)</p> <p>d -- Driveway, truckaway, towaway</p> <p>e -- Bus</p> <p>f -- Military Airlift Command (MAC)</p> <p>g -- Regular mail, Parcel Post (Surface)</p> <p>h -- Air Mail, Parcel Post</p> <p>i -- Government Truck, for shipment outside local delivery area.</p>

REPORT ELEMENT

ELEMENT DESCRIPTION

j -- Air, small package carrier  
k -- Rail, carload  
l -- Rail, less carload  
m -- Freight forwarder  
n -- Contract air (LOGAIR/QUICKTRANS)  
o -- Organic Military air, Flyaway  
p -- Through bill of lading  
q -- Air freight  
r -- Air express  
s -- Air Charter  
t -- Air freight forwarder  
u -- Air van  
v -- Seavan service  
w -- Water, river, lake, coastal (commercial)  
x -- Sealift Express Service (SEA-EX)  
y -- Intraheater Airlift System  
z -- MSC (controlled/contract/arranged space)  
2 -- Government Watercraft, Barge/Lighter  
3 -- Roll-on/Roll-off service  
4 -- Armed Forces Courier Service (ARFCOS)  
5 -- United Parcel Service  
6 -- Military Ordinary Mail (MOM)  
7 -- Weapons Systems Pouch  
8 -- Pipeline  
9 -- Local delivery, including deliveries to  
    ports from adjacent supply activities,  
    handcarry.  
\* -- No Physical Movement

AC

ACCEPTANCE CODE - Site for the items being shipped.

A = Identifies an acceptance or shipment and acceptance of material when the site is at destination.

C = Certificate of Conformance (COC) is the sole acceptance requirement. (COCs are not for use as an acceptance document without accompanying signed DD FORM 250).

D = Identifies a Destination Shipment which has not been accepted.

P = An Unsigned COC other than Air Force which requires source acceptance.

S = Identifies a source acceptance Shipment.

SHP-TO

SHIP-TO - A five or six position code indicating the Ship-To address. Cannot contain an alpha I or O.

MRK-FOR

MARK FOR - A five or six position code showing the ultimate destination of the item being shipped. Cannot contain an alpha I or O.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
MIL	MILSTRIP SUPPLEMENT - An Indicator (when there is a FIC of NQF) that MILSTRIP record (s) will follow this record. Will be a 2 or blank.
QTY SHPD	QUANTITY SHIPPED - The quantity for this item included in this shipment.
AV	SHIPMENT ADVICE CODE - Represents specific conditions about a shipment of material from a contractor to the Government. For a detailed explanation of the codes see Part 1, Chapter 5. <ul style="list-style-type: none"> <li>a. Components Missing</li> <li>b. Missing Components Furnished</li> <li>c. Quantity Increase</li> <li>d. Quantity Decrease</li> <li>e. Replacement Shipment</li> <li>f. Shipped and held in bond at contractor's plant.</li> <li>g. Shipped and held as Government furnished property.</li> <li>h. Shipped or performed as indicated.</li> <li>z. Underrun Quantity.</li> </ul>
UM	UNIT OF MEASURE - A two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.
QA	PROCUREMENT QUALITY ASSURANCE SITE - The location where Government inspection is to be accomplished. Can be D, S, or blank.
SPC	SHIPMENT PERFORMANCE NOTICE CODE - Must be P or blank. <p>P = Quantity shipped exceeds quantity on order for this CLIN.</p>
ST	Transaction Status Code. A code which identifies the status of a line item. A blank status code indicates initial input of this transaction. <p>E -- Adding or changing an existing line item.</p> <p>Z -- Cancellation.</p>
NQB	Used to input data elements about a supply line item shipment.
TRANSPT REF NO	TRANSPORTATION REFERENCE NUMBER - The Government/Commercial Bill of Lading or Transportation Control Number (TCN).



<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
STOCK NUMBER	This field contains the National Stock Number (NSN).
WEIGHT	The total weight of this shipment.
SPC	SHIPMENT PERFORMANCE NOTICE - Must be H, T, or blank.  H = NSN is not shown on the contract abstract.  T = Two noncontrol data elements do not match the data base (quantity shipped exceeds the on order quantity and the NSN is not shown on the contract abstract).
FAS VES CTY	FREE ALONG SIDE VESSEL CITY - This is an In-The-Clear identification of the free along side vessel point where delivery is made by the contractor. (Deals mostly with lumber contracts).
MILSTRIP DOC NO	This field contains the first 14 positions of the MILSTRIP Document Number.  <u>POSITION</u>  1-6    Must be a valid DoDAAC 7      Must be numeric 8-10   Must be 001-366 11-14   Must be alpha numeric and filled
SF	MILSTRIP NUMBER SUFFIX - Must be A-H, J-M, Q, T-W, two to nine, or blank.
QTY SHPD	QUANTITY SHIPPED - This field contains the number of items shipped against this MILSTRIP number.
ST	TRANSACTION STATUS CODE - A code which identifies the status of a line item. A blank status code indicates initial input of this transaction.  E -- Adding or changing an existing line item Z -- Cancellation
NQG	Used to input data elements about a service line item shipment.
CLIN	CONTRACT LINE ITEM NUMBER - Subline, Exhibit Line, or Exhibit Subline, used to identify the item or service being reported.
PERFMD ACTIVITY	PERFORMED AT ACTIVITY - Identifies the activity where the services were performed.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
DATE COMPLETE	The date the service was completed. The format is YYMMDD.
QA	PROCUREMENT QUALITY ASSURANCE SITE - The location where Government inspection is to be accomplished. Can be D, S, or blank.
AC	ACCEPTANCE POINT - The point where the Government accepts the services.  D = Destination S = Source
AV	SERVICE ADVICE CODE - Represents specific conditions about the services performed. This code will always be an H.  H = Shipped or performed. No special circumstances.
DESCR OF SERVICES	DESCRIPTION OF SERVICES - To be performed.
UM	UNIT OF MEASURE - A two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.
ST	TRANSACTION STATUS CODE - A code which identifies the status of a line item. A blank status code indicates initial input of this transaction.  E -- Adding or changing an existing line item Z -- Cancellation
NQQ	Used to input data elements about a supply and/or service line item.
QAR SGN/ACPT DATE	This is the date the Government Technical Representative signed the DD Form 250 or the date shipped if a signature is not required (YYMMDD).
DATE RECVD	The date the DD Form 250 was received by the CAO.
GFM	GOVERNMENT FURNISHED MATERIAL - This field will contain a Y when the shipment includes Government Furnished Material/Property and an N if it does not.
FOB	FREE ON BOARD SITE - Must be an S for Source, D for Destination or an O for Other.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
ST	<p>TRANSACTION STATUS CODE - A code which identifies status of a line item. A blank status code indicates initial input of this transaction.</p> <p>E -- Adding or changing an existing line item Z -- Cancellation</p>
NQR	Used to release delivery/service transaction from recycle.
CLIN	CONTRACT LINE ITEM NUMBER - Subline, Exhibit Line, or Exhibit Subline, used to identify the item or service being reported.
MILSTRIP DOC NO	<p>This field contains the first 14 positions of the MILSTRIP Document Number.</p> <p><u>POSITION</u></p> <p>1-6    Must be a valid DoDAAC 7       Must be numeric 8-10   Must be 001-366 11-14   Must be alpha numeric and filled</p>
SHIP-TO	SHIP TO - A five or six position code indicating the Ship-To address. Cannot contain an alpha I or O.
MRK-FOR	MARK FOR - A five or six position code showing the ultimate destination of the item being shipped. Cannot contain an alpha I or O.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER - This field will contain the ACRN to be used to pay for the material shipped or services performed. Information will display when more than one ACRN is used to pay the line item.
UM	UNIT OF MEASURE - A two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.
AC	<p>ACCEPTANCE CODE SITE - For the items being shipped.</p> <p>A = Identifies an acceptance or shipment and acceptance of material when the site is at destination. C = Certificate of Conformance (COC) is the sole acceptance requirement. (COC's are not for use as an acceptance document without accompanying signed DD Form 250). D = Identifies a Destination Shipment which has not been accepted. P = An Unsigned COC other than Air Force which requires source acceptance. S = Identifies a source acceptance Shipment.</p>

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
SR	<p>SUSPENSE RELEASE CODE - A code indicating the difference between this transaction and the data base.</p> <p>G = Ship To Code not contained in the contract abstract.</p> <p>L = MILSTRIP Number differs from the contract abstract.</p> <p>Q = Mark For differs from the contract abstract.</p> <p>S = Two or more of the following control data elements do not match the database (Ship-To, Mark For, MILSTRIP Number).</p>
NQD	Used for deleting a shipment record from the recycle file.
SHIP-TO	Ship-To - A five or six position code indicating the Ship-To address. Cannot contain an alpha I or O.
PKN	FIC used for requesting destination acceptances.
ADP POINT	Automation Data Processing Point. Computer location for the Contract Administration Office.
SHIP-TO	Ship-To - A five or six position code indicating the Ship-To address. Cannot contain an alpha I or O.
CLIN	Contract Line Item Number, Subline, Exhibit Line, or Exhibit Subline, used to identify the item or service being reported.
QTY SHIPPED	Quantity Shipped. The quantity for this item included in this shipment.
UM	Unit of Measure is a two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.
QTY ACCEPTED	Quantity Accepted. The quantity of the line item listed on this shipment that has been accepted by the destination.
DC	<p>Shipment Acceptance Discrepancy Explanation.</p> <p>D = Documentation (incomplete, improper, or without authority and which prevents acceptance).</p> <p>M = Misdirected (material addressed to wrong activity).</p> <p>N = Nonconforming (items do not conform to the contract specifications).</p> <p>O = Overage ( quantity received in excess of quantity shipping document).</p> <p>S = Shortage (quantity received less than quantity on shipping document).</p>

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
	<p>T = Inadequate Technical Data (missing, mutilated, incomplete, (includes Warranty Data)).</p> <p>U = Undelivered</p> <p>W = Wrong Item (incorrect item received)</p> <p>X = Damaged received in damaged condition).</p>
ACT/EST ACCP DTE	ACTUAL/ESTIMATED ACCEPTANCE DATE - Date the supplies/services were accepted or are expected to be accepted (YYMMDD).
DATE DELVD	DATE DELIVERED - This field contains the date that the supplies were physically delivered to the Ship-To point (YYMMDD).
ST	<p>TRANSACTION STATUS CODE - A code indicating special circumstances about the Acceptance Report.</p> <p>H = Stock number/part number differs from the Contract Abstract.</p> <p>J = Contract is not in the data base.</p> <p>L = MILSTRIP differs from Contract Abstract.</p> <p>P = Quantity shipped differs from Contract Abstract.</p> <p>Q = Mark For differs from Contract Abstract.</p> <p>S = Two or more of the following control data elements do not match the database (Ship-To, Mark For, MILSTRIP number).</p> <p>T = Two noncontrol data elements do not match the data base (quantity shipped exceeds the on order quantity, and stock number/part number contained in the Contract Abstract).</p> <p>Z = Previous transaction is canceled.</p> <p>1 = First followup.</p>
PKP	FIC Used for unsolicited acceptances.
ADP POINT	AUTOMATION DATA PROCESSING POINT - Computer location for the Contract Administration Office.
SHIP-TO	SHIP-TO - A five or six position code indicating the Ship-To address. Cannot contain an alpha I or O.
SHP-NO	CONTRACTOR SHIPMENT NUMBER - An eight position number assigned sequentially. The first three positions must be alphabetic. The fourth position can be alpha or numeric. The fifth through the seventh positions must be numeric. The eighth position is either alpha or blank.
QTY SHIPPED	QUANTITY SHIPPED - The quantity for this item included in this shipment.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
UM	UNIT OF MEASURE - A two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.
QTY ACCEPTED	QUANTITY ACCEPTED - The quantity of the line item listed on this shipment that has been accepted by the destination.
DC	<p>Shipment Acceptance Discrepancy Explanation.</p> <p>D = Documentation (incomplete, improper, or without authority and which prevents acceptance).</p> <p>M = Misdirected (material addressed to wrong activity).</p> <p>N = Nonconforming (items do not conform to the contract specifications).</p> <p>O = Overage (quantity received in excess of quantity shipping document).</p> <p>S = Shortage (quantity received less than quantity on shipping document).</p> <p>T = Inadequate Technical Data (missing, mutilated, incomplete, (includes Warranty Data)).</p> <p>U = Undelivered.</p> <p>W = Wrong Item (incorrect item received).</p> <p>X = Damaged received in damaged condition).</p>
ACT/EST ACCP DTE	ACTUAL/ESTIMATED ACCEPTANCE DATE - Date the supplies/services were accepted or are expected to be accepted (YYMMDD).
DATE DELVD	DATE DELIVERED - This field contains the date that the supplies were physically delivered to the Ship-To point (YYMMDD).
ST	<p>TRANSACTION STATUS CODE - A code indicating special circumstances about the Acceptance Report.</p> <p>H = Stock number/part number differs from the Contract Abstract.</p> <p>J = Contract is not in the data base.</p> <p>L = MILSTRIP differs from Contract Abstract.</p> <p>P = Quantity shipped differs from Contract Abstract.</p> <p>Q = Mark For differs from Contract Abstract.</p> <p>S = Two or more of the following control data elements do not match the database (Ship-To, Mark For, MILSTRIP number).</p> <p>T = Two noncontrol data elements do not match the data base (quantity shipped exceeds the on order quantity, and stock number/part number contained in the Contract Abstract).</p> <p>Z = Previous transaction is canceled.</p> <p>1 = First followup.</p>

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
NKQ	Used for local destination acceptance input.
ADP POINT	AUTOMATION DATA PROCESSING POINT - Computer location for the Contract Administration Office.
SHIP-TO	SHIP-TO - A five or six position code indicating the Ship-To address. Cannot contain an alpha I or O.
QTY SHIPPED	QUANTITY SHIPPED - The quantity for this item included in this shipment.
UM	UNIT OF MEASURE - A two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.
QTY ACCEPTED	QUANTITY ACCEPTED - The quantity of the line item listed on this shipment that has been accepted by the destination.
DC	<p>Shipment Acceptance Discrepancy Explanation.</p> <p>D = Documentation (incomplete, improper, or without authority and which prevents acceptance).</p> <p>M = Misdirected (material addressed to wrong activity).</p> <p>N = Nonconforming (items do not conform to the contract specifications).</p> <p>O = Overage (quantity received in excess of quantity shipping document).</p> <p>S = Shortage (quantity received less than quantity on shipping document).</p> <p>T = Inadequate Technical Data (missing, mutilated, incomplete, (includes Warranty Data)).</p> <p>U = Undelivered.</p> <p>W = Wrong Item (incorrect item received).</p> <p>X = Damaged received in damaged condition).</p>
ACT/EST ACCP DTE	ACTUAL/ESTIMATED ACCEPTANCE DATE - Date the supplies/services were accepted or are expected to be accepted (YYMMDD).
DATE DELVD	DATE DELIVERED - This field contains the date that the supplies were physically delivered to the Ship-To point (YYMMDD).
ST	<p>TRANSACTION STATUS CODE - A code indicating special circumstances about the Acceptance Report.</p> <p>H = Stock number/part number differs from the Contract Abstract.</p> <p>J = Contract is not in the database.</p> <p>L = MILSTRIP differs from Contract Abstract.</p> <p>P = Quantity shipped differs from Contract Abstract.</p>

REPORT ELEMENT

ELEMENT DESCRIPTION

Q = Mark For differs from Contract Abstract.  
S = Two or more of the following control data elements do not match the data base (Ship-To, Mark For, MILSTRIP number).

T = Two noncontrol data elements do not match the data base (quantity shipped exceeds the on order quantity, and stock number/part number contained in the Contract Abstract).

Z = Previous transaction is canceled.

1 = First followup.

NKL

Used to input status about records awaiting destination acceptance.

SHIP-TO

SHIP-TO - A five or six position code indicating the Ship-To address. Cannot contain an alpha I or O.

FU

FOLLOWUP STATUS CODE - This field will contain one of the following codes:

a. Code 1 -- First followup sent (automatically generated). The followup will be the result of entering the shipment side of the DD Form 250.

b. Code 2 -- Second followup sent (automatically generated). The followup will result from the passage of a predetermined number of days after first followup with no information received from the consignee. Update occurs when the DART generates a PK5 to Army, Navy, and DLA consignees or a followup to Air Force consignee.

c. Code 3 - This code is reserved.

d. Code 4 - Consignee notified. DFAS will process this followup code using an NKL with a 4. The DART will be updated with this code when a manual followup is generated to the consignee for acceptance.

e. Code 5 - Research action required. DFAS will process this followup in DARTs using an NKL with a 5. The use of this code will be limited to research items which will take two days. DFAS Supervisors will closely monitor all items with a 5 followup code.

f. Code 6 - ACO and IS are automatically notified upon receipt and updating of a PKN, NKQ or PKP with a discrepancy code in pos. 65. This code will generate a notice to the ACO and IS of the discrepant condition. This code is also used when timely destination acceptance has not been received and the input clerk is following up with the ACO.



REPORT ELEMENT

ELEMENT DESCRIPTION

g. Code 7 - Purchase Office notified. DFAS will process in DARTs using an NKL with a 7. DARTs will be updated with this code when the Procurement Contracting Officer has been notified that acceptance has been requested four times or an overseas destination is involved.

h. Code 8 - Special followup initiated. DFAS process this followup code in DART using an NKL with an 8. It will be used when a followup must be made by mail because the activity is not equipped to receive PK or teletype traffic.

i. Code 9 - When it is determined that DFAS has an invoice in house awaiting destination acceptance (B Coded invoice), the CAOs will help to obtain the document.

NOTES: The following subparagraphs contain all of the error messages and correct procedures that apply to this report.

a. General - Each record is a separate paragraph which contains a list of the data elements appearing on the record followed by the error messages, if applicable, for that data field. If a particular data element is not validated, at all, or a particular record it will be stated.

b. Types of Validation - The mainframe validation has been divided into four distinct types:

(1) Structure Validation (STR) - Constitutes individual validation of data elements/fields against a unique set of values of criteria. Error messages generated as a result of a data element not passing the structure validation will be prefixed with STR.

(2) File Compare Validation (F/C) - Constitutes any validation requiring access to any element of the database. Error messages generated as a result of a data element not passing file compare validation will be prefixed with F/C.

(3) Relationship/Dependency Validation (R/D) - Constitutes validation where interrelationship of data elements/fields/records must exist. Error messages generated as a result of data elements not passing the relationship/dependency (requirement) validation will be prefixed with R/D.

(4) Balancing Validation (BAL) - Requires that a calculated balance must exist between two or more fields. Error messages generated as a result of data elements not passing the balancing validation will be prefixed with BAL.

c. Special Notations - Several of the messages generated by the validation process are information and do not result in the transaction being rejected. These messages are prefixed by \*\*\*. In general, when transactions fail to pass validation they are suspended awaiting correction. If a transaction (s) is suspended because it contained an unmatched SHIP TO, Mark FOR and/or MILSTRIP number (diverted shipment), which is correct, it can be released using an NQR transaction. All

other unmatched conditions require reinput. If the correction transaction is reinput using the same PIIN, SPIIN, Contractor Shipment, the suspended transaction will be automatically deleted from the recycle file. Otherwise and NQD transaction will be used to delete the suspended transaction from the recycle file. Acceptable errors are listed on the DD Forms 250 Recycling Awaiting Action Report. Rejectable errors are listed on the Rejected Delivery/Acceptance Transaction Report.

Shown below are the Message Numbers, Error Messages and Validation Criteria.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
101	DUPLICATE SHIPMENT	Must not match another input record at PIIN, SPIIN, SHIP #, CLIN in the same cycle.
102	DUPLICATE ACCEPTANCE	Must not match another record at PIIN, SPIIN, Contractor Shipment Number, CLIN.
103	ACPTNCE AND SHPMT	Must not receive a shipment and an acceptance in the same cycle.
292	UNMATCHED AT SHIP NUMBER	Must match the shipment number on the data base.
293	UNMATCHED AT SHIP TO	Must match the DoDAAC Code on the data base.
294	SHIPMENT RECORD DELETED	Matches a deleted shipment record which has not been reentered and processed.
295	MATCHES SOURCE SHIPMENT	Must not match a shipment which requires a source acceptance.
300	F/C-DARTS FOLLOWUP	Must match a transaction awaiting destination acceptance at PIIN, SPIIN, SHIP TO, SHIP No., SUFFIX, and CLIN.
301	F/C DELIVERY/DARTS CLSD CONTR	Must not match a closed contract record (section 2, 5, 8, or 9).
302	F/C-UNIT OF MEASURE	Incoming transaction does not match Unit of Measure in the data base.
304	F/C SECOND ACPTNCE	Previously received acceptance for this shipment.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>																																																
305	F/C-INVLD QTY ACPTD	If the quantity shipped and accepted are not equal, the incoming transaction must have a discrepancy code or contain all zeros with an X in the decade position in the year of the acceptance date.																																																
306	F/C INVLD DELETE SHP2/MRK4	Status Code Z must match a processed delivery transaction at SHIP TO, MARK FOR.																																																
307	F/C INVLD DLT PISP/SHPNO/CLIN	Status Code Z must match a processed delivery transaction at PIIN, SPIIN, Contractor Shipment Number, and CLIN.																																																
308	*** ACPTNCE CODE	<p>A transaction with a blank Status Code must match one of the following table combinations.</p> <table> <tr> <th colspan="3"><u>INPUT</u></th></tr> <tr> <th><u>ACCEPTANCE</u></th><th><u>DATA BASE</u></th><th><u>CODES</u></th></tr> <tr> <td>SITE</td><td>ACCEP- TANCE</td><td>MOCAS I/A</td></tr> <tr> <td>CODE</td><td>SITE</td><td>CODE</td></tr> <tr> <td>A</td><td>D</td><td>SD</td></tr> <tr> <td>A</td><td>D</td><td>DD</td></tr> <tr> <td>A</td><td>D</td><td>LT</td></tr> <tr> <td>C</td><td>S or D</td><td>CC or OC</td></tr> <tr> <td>D</td><td>D</td><td>DD</td></tr> <tr> <td>D</td><td>D</td><td>SD</td></tr> <tr> <td>D</td><td>D</td><td>LT</td></tr> <tr> <td>F</td><td>S or D</td><td>ND</td></tr> <tr> <td>P</td><td>S</td><td>SS or CC</td></tr> <tr> <td>P</td><td>S</td><td>DS</td></tr> <tr> <td>S</td><td>S</td><td>SS</td></tr> <tr> <td>S</td><td>S</td><td>LT</td></tr> </table>	<u>INPUT</u>			<u>ACCEPTANCE</u>	<u>DATA BASE</u>	<u>CODES</u>	SITE	ACCEP- TANCE	MOCAS I/A	CODE	SITE	CODE	A	D	SD	A	D	DD	A	D	LT	C	S or D	CC or OC	D	D	DD	D	D	SD	D	D	LT	F	S or D	ND	P	S	SS or CC	P	S	DS	S	S	SS	S	S	LT
<u>INPUT</u>																																																		
<u>ACCEPTANCE</u>	<u>DATA BASE</u>	<u>CODES</u>																																																
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S	S	SS																																																
S	S	LT																																																
309	*** F/C UNIT OF MEASURE	The Unit of Measure must match the data base.																																																
310	F/C-DUP SHPMT NO	<p>Supply Line Item: If the Status Code is blank the SPIIN, SHIP No., CLIN.</p> <p>Service Line Item: If the Status Code is blank the transaction must not match a processed record on the data base for PIIN, SPIIN, SHIP NO.</p>																																																

<u>MESSAGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
311	F/C-INV DELETE G RCRD	Status Code Z must match a processed delivery record at PIIN, SPIIN, CLIN, and Contractor Shipment Number.
312	*** F/C PIIN & SPIIN CLIN	A transaction with a blank Status Code must match the schedule record on the data base at PIIN/SPIIN/CLIN.
313	F/C INVLD PIIN, SPIIN, SHP-NO, ETRNS	Supply Line Item: Status Code E must match a deleted delivery record in the data base at PIIN, SPIIN, and Contractor Shipment Number.  Service Line Item: Status Code E must match a processed or deleted delivery record in the data base at PIIN, SPIIN, and Contractor Shipment Number.
314	*** F/C INVLD SHP2/MRK4	A transaction with a blank Status Code must match the data base for SHP2/MRK4.
315	F/C-MILSTRIP NUMBER	Status Code Z must match a processed delivery transaction at MILSTRIP number or a Status Code E must match a deleted record at MILSTRIP number.
316	F/C E TRANS MATCH PROC RECRD	Supply Line Item: Must not match data base at CLIN, SHIP-TO, and MARK FOR, unless the data base record has been canceled.  Service Line Item Must not match database at PIIN, SPIIN, SHPNO, CLIN, SHIP-TO, MARK FOR unless the record has been canceled.
317	F/C-RECYCLE DELETE SUFFIX, and ORG	An NQD transaction must match a transaction on the recycle chain at PIIN, SPIIN, SHIP NO.,
318	*** F/C-MILSTRIP	The MILSTRIP document number (MILS DOC NUMBER #) must match a schedule record in the data base at PIIN, SPIIN, CLIN, SHIP-TO, MARK FOR, and MILS DOC #.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
		NOTE: This validation is not applicable to a converted contract record.
319	F/C-UNMATCHED PIIN/SPIIN/CLIN	Supply Line Item: Must match a valid line item record in the data base.  Service Line Item: Must match a shipment record at PIIN/SPIIN/CLIN.
320	*** F/C NO SCHEDULE RECORD	This supply line item does not have a schedule.
323	*** F/C-ACPT Site	The acceptance site must match the data base.
324	F/C FOB	Free on Board point (FOB) must match the data base record.
325	F/C SUSPENSE RELIEF	Must match a suspended delivery transaction at PIIN, SPIIN, Shipment Number, and CLIN if present.
330	F/C-ORGANIZATION	Must match a valid Organization code on the table.
331	F/C-INCORRECT QTY Z STATUS	If the Status Code is Z, and the MILSTRIP supplement field is blank, the quantity in this message transaction must equal a processed matching transaction.
332	F/C-INSUF QTY E STATUS	If the Status Code is E and with a Shipment Advice Code of C, the quantity must be greater than the previous matching transaction with a Status Code of Z.
333	F/C-EXCES QTY E STATUS	If this transaction has a Status Code of E and a Shipment Advice Code of D, the quantity must be less than the previous matching transaction with a Status Code of Z.
410	STR-DT SHPD	Date Shipped:  Year - Must be the prior, current, or succeeding year.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
		<p>Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec.</p> <p>Day - Must be 01-31, as appropriate for the month cited.</p>
411	STR-MODE OF SHPMT	Mode of shipment must be A-Z or 2-9.
412	STR-ACPT SITE	Acceptance site must be A, C, D, F, P, or S.
413	STR-MILSTRIP SUPMT	The MILSTRIP Supplement (MILSUP) must be 2 or blank.
414	STR-QTY SHPD	Quantity Shipped must be numeric.
415	STR-SHP ADV	The Shipment Advice Code must be C, D, E, F, G, H, M, P, Q, or Z.
417	STR-PQA SITE	The Procurement Quality Assurance Site (PQA) must be D, S, or Blank.
418	STR-SPN CD A REC	Shipment Performance Notice must be P or Blank.
420	STR-SHPMT WT	The Shipment weight must be numeric or blank.
421	STR-SPN-CD B REC	The Shipment Performance Code must be H, T, or Blank.
430	STR-QTY-SHPD	Quantity Shipped must be numeric.
440	STR-DTE COMP	<p>Date Completed:</p> <p>Year - Must be the prior, current, or succeeding year. Can be an estimated date indicated by an X in the decade position of the year.</p> <p>Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec.</p> <p>Day - Must be 01-31, as appropriate for the month cited.</p>

<u>MESSAGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
442	STR-ACPT SITE	The acceptance site must be S or D.
443	STR-SRVC ADV CD	The Service Advice Code must be an H.
450	STR-QAR SGND/ACPT DTE	QAR Signed/Acceptance Date (ACC-DTE).  Year - Must be the year of the run or preceding/succeeding year.  Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec.  Day - Must be 01-31, as appropriate for the month cited.
451	STR-DOCMT RCVD DTE	Document Received Date (REC-DTE).  Year - Must be the current year or the preceding/succeeding year.  Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec.  Day - Must be 01-31, as appropriate for the month cited.
452	STR-GFM/P	Government Furnished Material/Property (GFM/P) must be N or Y.
462	STR-SUSP RELF CD	Must be G, L, Q, S, or Blank.
514	STR-FOLLOWUP STATUS	Must be 0, 1, 2, 4, 5, 6, 7, 8, 9, or Blank.
522	STR-DSCPNCY CD	Discrepancy Code must be D, M, N, O, S, T, U, W, X, or Blank.
523	STR-ACPT DTE	Year - Must be numeric. Can be an estimated date indicated by an X in the decade position of the year.  Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
		Day - Must be 01-31, as appropriate for the month cited.
524	STR-DTE DLVRD	Date Delivered (DT DLVD).  Year - Must be the current, prior or preceding year.  Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec.  Day - Must be 01-31, as appropriate for the month cited.  NOTE: Cannot be an estimated date.
525	STR-STA CD	Transaction status Code must be A, B, C, D, E, F, G, H, J, K, N, or Blank.
616	*** R/D SHP DT NOT W/I	The Year for the Date shipped is not within 3 YT RANGE a three year range.
700	R/D MISSING NQB	Must have a matching NQB Record at PIIN, SPIIN, SHIP NO and CLIN.
701	R/D MISSING NQF	If MILSTRIP Supplemental field is a two then an NQF Record(s) is required.
702	R/D MISSING NQA	Must match an NQA transaction at PIIN, SPIIN, SHIP No., SUFFIX, CLIN/ELIN, STATUS, and ORG.
703	R/D MISSING MIL SUP CODE	NQA MILSTRIP Supplemental Code is blank.
708	R/D-MISSING NQA	Must have a matching NQA or NQG or NQG transaction at PIIN, SPIIN, Ship No.
709	R/D-STATUS CODE	Transaction matches at PIIN, SPIIN, SHIP No., but not at Status Code.
710	R/D-ORG DIFFERENCE	Transaction matches at PIIN, SPIIN, SHIP NO Status Code but not at organization.



<u>MESSAGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
711	FC-MISSING NQQ RECORD	Must have a matching NQQ Record at PIIN, SPIIN and contractor shipment number.
800	BAL-QTY BAL A TO F	The sum of the NQF (QTY Ship) records shall equal the quantity of the NQA Record.

1. DESTINATION ACCEPTANCE REPORT - PKN RECORD:

The Acceptance Report is received via AUTODIN in response to an Acceptance Alert.

2. DESTINATION ACCEPTANCE REPORT - PKP RECORD:

The Acceptance Report is received via AUTODIN when an Acceptance has not been requested by DCMC.

1.10.5.2 UNMA030B - VALID DELIVERY/ACCEPTANCE TRANSACTIONS AND  
RECYCLING DELIVERY TRANSACTIONS

a. Data Summary

PURPOSE:	Provides user with a listing of delivery and acceptance transactions which passed validation. This listing is produced daily and contains all transactions processed the LISSR as well as those being suspended with recyclable error.
SOURCE OF DATA:	Data Base Validation
TYPE/MEDIUM:	Output Report - ORS/Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/Contract Line Item Number within batch and Contract Administration Office
PAGE BREAK:	Contract Administration Office

b. Sample Report

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*****
REPORT NUMBER UNMA030B      DATE 96 MAY 29  CA0 CODE WF      PAGE 0057
REJECTED DELIVERY-ACCEPTANCE TRANSACTIONS *** ACCEPTABLE ERRORS
  PIIN      SPIIN  SHIP NO  BATCH  NO      ERRORS
N0002493C5108      MNX0240  RECYL

      E      S
      S      A  SHP  MARK      QTY  A      Q  P  S
FIC CLIN T DTE SHPD MDE C  TO  FOR  MIL  SHPD V UM A c  T
NQA D005 96 MAY 23 % D N62583 0000001 H LO D 309 ***F/C-UNIT OF MEASURE
FIC TRNSPT REF NO STOCK NUMBER WEIGHT  SPC  ST
NQB      N EXHIBIT 00000000  T
      DATE      DATE      S
FIC      QAR SGN/ACPT  RECVD  GFM  FOB  T
NQQ      96 MAY 21 N      S
  PIIN      SPIIN  SHIP NO  BATCH  NO      ERRORS
N0002493C5108      MNX0242  RECYL

      E      S
      S      A  SHP  MARK      QTY  A      Q  P  S
FIC CLIN T DTE SHPD MDE C  TO  FOR  MIL  SHPD V UM A C  T
NQA0001 AC 96 MAY 16 B  D N62786 000000001  G EA S
FIC TRNSPT REF NO STOCK NUMBER WEIGHT  SPC  ST
NQB      N      00004701
      DATE      DATE      S
FIC      QAR SGN/ACPT  RECVD  GFM  FOB  T
NQQ      96 MAY 16      96 MAY 21 Y      S
*****

```

FIGURE 1.10.5-2

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - The Contract Number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - The four position number identifying an order (if ninth position of the PIIN is an A, D or G).
SHP-NO	CONTRACTOR SHIPMENT NUMBER - An eight position number assigned sequentially. The first three positions must be alphabetic. The fourth position can be alpha or numeric. The fifth through the seventh positions must be numeric. The eighth position is either alpha or blank. BATCH NO Identifies the Batch number that created this report.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
ERRORS	Messages indicating why a record is being rejected and whether it is an acceptable or rejectable type of error. Acceptable errors are errors that should be corrected but did not stop the DD Form 250 from processing. Acceptable errors are identified by three asterisks preceding the message.
FIC	<p>FORMAT IDENTIFIER CODE - For the transaction being reported.</p> <p>a. NQA - Used to input data elements about a supply line item shipment.</p> <p>b. NQB - Used to input data elements about a supply line item shipment.</p> <p>c. NQD - Used for deleting a shipment record from the recycle file.</p> <p>d. NQF - Used to input data elements about a supply line item shipment.</p> <p>e. NQG - Used to input data elements about a service line item shipment.</p> <p>f. NKQ - Used to input local destination acceptance.</p> <p>g. NQR - Used to Release delivery/ service transaction from recycle.</p> <p>h. NQQ - Used to input data elements about a supply and/or service line item shipment.</p>
NQA	Used to input data elements about a supply line item shipment.
CLIN	CONTRACT LINE ITEM NUMBER - The line item used to identify the item being shipped.
EST	E in this field indicates an estimated date.
DTE SHP	The actual or estimated date the material was shipped. If this is an estimated ship date the decade position in the year will be alpha (i.e., P for 70s, Q for 80s and R for 90s). The format is YYMMDD.

REPORT ELEMENT

MDE

ELEMENT DESCRIPTION

MODE OF SHIPMENT - Used to deliver the item which was shipped. For a detailed explanation of the codes see Part 1, Chapter 5.

- a. Motor, truckload
- b. Motor, less truckload
- c. Van (unpacked, uncrated personal and/or Government Property
- d. Driveway, truckaway, towaway,
- e. Bus
- f. Military Airlift Command (MAC)
- g. Regular mail, Parcel Post (Surface)
- h. Air Mail, Parcel Post
- i. Government Truck, for shipment outside local delivery area.
- j. Air, small package carrier
- k. Rail, carload
- l. Rail, less carload
- m. Freight forwarder
- n. Contract air (LOGAIR/QUICKTRANS)
- o. Organic Military air, Flyaway
- p. Through bill of lading
- q. Air freight
- r. Air express
- s. Air Charter
- t. Air freight forwarder
- u. Air van
- v. Seavan service
- w. Water, river, lake, coastal (commercial)
- x. Sealift Express Service (SEA-EX)
- y. Intraheater Airlift System
- z. MSC (controlled/contract/arranged space)
- aa. Government Watercraft, Barge/Lighter
- ab. Roll-on/Roll-off service
- ac. Armed Forces Courier Service (ARFCOS)
- ad. United Parcel Service
- ae. Military Ordinary Mail (MOM)
- af. Weapons Systems Pouch
- ag. Pipeline
- ah. Local delivery, including deliveries to ports from adjacent supply activities, handcarry
- \* No Physical Movement

REPORT ELEMENT

ELEMENT DESCRIPTION

AC

ACCEPTANCE CODE - Site for the items being shipped.

A = Identifies an acceptance or shipment and acceptance of material when the site is at destination.

C = Certificate of Conformance (COC) is the sole acceptance requirement. (COC's are not for use as an acceptance document without accompanying signed DD FORM 250).

D = Identifies a Destination Shipment which has not been accepted.

P = An Unsigned COC other than Air Force which requires source acceptance.

S = Identifies a source acceptance Shipment.

SHP-TO

SHIP TO - A five or six position code indicating the Ship-To address. Cannot contain an alpha I or O.

MRK-FOR

MARK FOR - A five or six position code showing the ultimate destination of the item being shipped. Cannot contain an alpha I or O.

MIL

MILSTRIP SUPPLEMENT - An Indicator (when there is a FIC of NQF) that MILSTRIP record(s) will follow this record. Will be a 2 or blank.

QTY SHPD

QUANTITY SHIPPED - The quantity for this item included in this shipment.

AV

Shipment Advice Code - Represents specific conditions about a shipment of material from a contractor to the Government. For a detailed explanation of the codes see Part 1, Chapter 5.

- a. Components Missing
- b. Missing Components Furnished
- c. Quantity Increase.
- d. Quantity Decrease.

REPORT ELEMENT

ELEMENT DESCRIPTION

e. Replacement Shipment.

f. Shipped and held in bond at contractor's plant.

g. Shipped and held as Government furnished property.

h. Shipped or performed as indicated.

i. Underrun Quantity.

UM UNIT OF MEASURE - Two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.

QA PROCUREMENT QUALITY ASSURANCE SITE - The location where Government inspection is to be accomplished. Can be D, S or blank.

SPC SHIPMENT PERFORMANCE NOTICE CODE - Must be P or blank.

P = Quantity shipped exceeds quantity on order for this CLIN

ST TRANSACTION STATUS CODE - A code which identifies the status of a line item. A blank status code indicates initial input of this transaction.

E - Adding or changing an existing line item

Z - Cancellation

NQB Used to input data elements about a supply line item shipment.

TRNSPT REF NO TRANSPORTATION REFERENCE NUMBER - The Government/Commercial Bill of Lading or Transportation Control Number (TCN).

STOCK NUMBER This field contains the National Stock Number (NSN).

WEIGHT The total weight of this shipment.

REPORT ELEMENT

ELEMENT DESCRIPTION

SPC

SHIPMENT PERFORMANCE NOTICE - Must be H, T or blank.

H = NSN is not shown on the contract abstract.

T = Two noncontrol data elements do not match the data base (quantity shipped exceeds the on order quantity and the NSN is not shown on the contract abstract.

FAS VES CTY

FREE ALONG SIDE VESSEL CITY - This is an In-The-Clear identification of the free along side vessel point where delivery is made by the contractor. (Deals mostly with lumber contracts.)

MILSTRIP DOC NO

This field contains the first 14 positions of the MILSTRIP Document Number.

POSITION

1-6        Must be a valid DoDAAC  
7         Must be numeric  
8-10      Must be 001-366  
11-14     Must be alpha numeric and  
           filled

SF

MILSTRIP NUMBER SUFFIX - Must be A-H, J-M, Q, T-W, two to nine or blank.

QTY SHPD

QUANTITY SHIPPED - This field contains the number of items shipped against this MILSTRIP number.

ST

TRANSACTION STATUS CODE - A code which identifies the status of a line item. A blank status code indicates initial input of this transaction.

E - Adding or changing an existing  
    line item  
Z - Cancellation

NQG

Used to input data elements about a service line item shipment.

CLIN

CONTRACT LINE ITEM NUMBER, SUBLINE, EXHIBIT LINE OR EXHIBIT SUBLINE - Used to identify the item or service being reported.



<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
PERFMD ACTIVITY	PERFORMED AT ACTIVITY - Identifies the activity where the services were performed.
DATE COMPLETE	The date the service was completed. The format is YYMMDD.
QA	PROCUREMENT QUALITY ASSURANCE SITE - The location where Government inspection is to be accomplished. Can be D, S, or blank.
AC	ACCEPTANCE POINT - The point where the Government accepts the services.  D = Destination S = Source
AV	SERVICE ADVICE CODE - Represents specific conditions about the services performed. This code will always be an H.  H = Shipped or performed. No special circumstances.
DESCR OF SERVICES	Description of Services to be performed.
UM	UNIT OF MEASURE - Two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.
ST	TRANSACTION STATUS CODE - A code which identifies the status of a line item. A blank status code indicates initial input of this transaction.  E - Adding or changing an existing line item Z - Cancellation
NQQ	Used to input data elements about a supply and/or service line item.
QAR SGN/ACPT DATE	This is the date the Government Technical Representative signed the DD Form 250 or the date shipped if a signature is not required (YYMMDD).
DATE RECVD	The date the DD Form 250 was received by the CAO.
GFM	GOVERNMENT FURNISHED MATERIAL - This field will contain a Y when the shipment includes Government Furnished Material/Property and an N if it does not.

REPORT ELEMENTELEMENT DESCRIPTION

FOB	FREE ON BOARD SITE - Must be an S for Source, D for Destination or an O for Other.
ST	TRANSACTION STATUS CODE - A code which identifies the status of a line item. A blank status code indicates initial input of this transaction.  E - Adding or changing an existing line item Z - Cancellation
NQR	Used to release delivery/service transaction from recycle.
CLIN	CONTRACT LINE ITEM NUMBER, SUBLINE, EXHIBIT LINE OR EXHIBIT SUBLINE - Used to identify the item or service being reported.
MILSTRIP DOC NO	This field contains the first 14 positions of the MILSTRIP Document Number.  <u>POSITION</u>  1-6        Must be a valid DoDAAC 7         Must be numeric 8-10      Must be 001-366 11-14     Must be alpha numeric and filled
SHP-TO	SHIP TO - A five or six position code indicating the Ship-To address. Cannot contain an alpha I or O.
MRK-FOR	MARK FOR - A five or six position code showing the ultimate destination of the item being shipped. Cannot contain an alpha I or O.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER - This field will contain the ACRN to be used to pay for the material shipped or services performed. Information will display when more than one ACRN is used to pay the line item.
UM	UNIT OF MEASURE - Two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.

REPORT ELEMENT

ELEMENT DESCRIPTION

AC

ACCEPTANCE CODE SITE - For the items being shipped.

A = Identifies an acceptance or shipment and acceptance of material when the site is at destination.

C = Certificate of Conformance (COC) is the sole acceptance requirement. (COC's are not for use as an acceptance document without accompanying signed DD Form 250).

D = Identifies a Destination Shipment which has not been accepted.

P = An Unsigned COC other than Air Force which requires source acceptance.

S = Identifies a source acceptance Shipment.

SR

SUSPENSE RELEASE CODE - A code indicating the difference between this transaction and the data base.

G = Ship To Code not contained in the contract abstract.

L = MILSTRIP Number differs from the contract abstract.

Q = Mark For differs from the contract abstract.

S = Two or more of the following control data elements do not match the data base (Ship To, Mark For, MILSTRIP Number).

NQD

Used for deleting a shipment record from the recycle file.

SHP-TO

SHIP TO - A five or six position code indicating the Ship-To address. Cannot contain an alpha I O.

PKN

FIC - Used for requesting destination acceptances.

ADP POINT

AUTOMATION DATA PROCESSING POINT - Computer location for the Contract Administration Office.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
SHIP-TO	SHIP TO - A five or six position code indicating the Ship-To address. Cannot contain an alpha I or O.
CLIN	CONTRACT LINE ITEM NUMBER, SUBLINE, EXHIBIT LINE OR EXHIBIT SUBLINE - Used to identify the item or service being reported.
QTY SHIPPED	QUANTITY SHIPPED - The quantity for this item included in this shipment.
UM	UNIT OF MEASURE - Two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.
QTY ACCEPTED	QUANTITY ACCEPTED - The quantity of the line item listed on this shipment that has been accepted by the destination.
DC	<p>Shipment Acceptance Discrepancy Explanation.</p> <p>D = Documentation (incomplete, improper, or without authority and which prevents acceptance).</p> <p>M = Misdirected (material addressed to wrong activity).</p> <p>N = Nonconforming (items do not conform to the contract specifications).</p> <p>O = Overage (quantity received in excess of quantity shipping document).</p> <p>T = Inadequate Technical Data (missing, mutilated, incomplete, (includes Warranty Data)).</p> <p>U = Undelivered.</p> <p>W = Wrong Item (incorrect item received).</p> <p>X = Damaged (received in damaged condition).</p>
ACT EST ACCP DTE	ACTUAL/ESTIMATED ACCEPTANCE DATE - Date the supplies/services were accepted or are expected to be accepted (YYMMDD).

REPORT ELEMENT

ELEMENT DESCRIPTION

DATE DELVD

DATE DELIVERED - This field contains the date that the supplies were physically delivered to the Ship to point (YYMMDD).

ST

TRANSACTION STATUS CODE - A code indicating special circumstance about the Acceptance Report.

H = Stock number/part number differs from the Contract Abstract.

J = Contract is not in the data base.

L = MILSTRIP differs from Contract Abstract.

P = Quantity shipped differs from Contract Abstract.

Q = Mark For differs from Contract Abstract.

S = Two or more of the following control data elements do not match the data base (Ship To, Mark For, MILSTRIP number).

T = Two noncontrol data elements do not match the data base (quantity shipped exceeds the on order quantity, and stock number/part number contained in the Contract Abstract).

Z = Previous transaction is canceled.

1 = First followup.

PKP

FIC Used for unsolicited acceptances.

ADP POINT

AUTOMATION DATA PROCESSING POINT - Computer location for the Contract Administration Office.

SHIP-TO

SHIP TO - A five or six position code indicating the Ship-To address. Cannot contain an alpha I or O.

SHP-NO

CONTRACTOR SHIPMENT NUMBER - An eight position number assigned sequentially. The first three positions must be alphabetic. The fourth position can be alpha or numeric. The fifth through the seventh positions must be numeric. The eighth position is either alpha or blank.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
QTY SHIPPED	QUANTITY SHIPPED - The quantity for this item included in this shipment.
UM	UNIT OF MEASURE - Two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.
QTY ACCEPTED	QUANTITY ACCEPTED - The quantity of the line item listed on this shipment that has been accepted by the destination.
DC	<p>Shipment Acceptance Discrepancy Explanation.</p> <p>D = Documentation (incomplete, improper, or without authority and which prevents acceptance).</p> <p>M = Misdirected (material addressed to wrong activity).</p> <p>N = Nonconforming (items do not conform to the contract specifications).</p> <p>O = Overage (quantity received in excess of quantity shipping document).</p> <p>S = Shortage (quantity received less than quantity on shipping document).</p> <p>T = Inadequate Technical Data (missing, mutilated, incomplete, (includes Warranty Data)).</p> <p>U = Undelivered.</p> <p>W = Wrong Item (incorrect item received).</p> <p>X = Damaged received in damaged condition).</p>
ACT/EST ACCP DTE	ACTUAL/ESTIMATED ACCEPTANCE DATE - Date the supplies/services were accepted or are expected to be accepted (YYMMDD).
DATE DELVD	DATE DELIVERED - This field contains the date that the supplies were physically delivered to the Ship to point (YYMMDD).

REPORT ELEMENT

ELEMENT DESCRIPTION

ST

TRANSACTION STATUS CODE - A code indicating special circumstances about the Acceptance Report.

H = Stock number/part number differs from the Contract Abstract.

J = Contract is not in the data base.

L = MILSTRIP differs from Contract Abstract.

P = Quantity shipped differs from Contract Abstract.

Q = Mark For differs from Contract Abstract.

S = Two or more of the following control data elements do not match the data base (Ship To, Mark For, MILSTRIP number).

T = Two noncontrol data elements do not match the data base (quantity shipped exceeds the on order quantity, and stock number/part number contained in the Contract Abstract).

Z = Previous transaction is canceled.

1 = First followup.

NKQ

Used for local destination acceptance input.

ADP POINT

AUTOMATION DATA PROCESSING POINT - Computer location for the Contract Administration Office.

SHIP-TO

SHIP TO - A five or six position code indicating the Ship-To address. Cannot contain an alpha I or O.

QTY SHIPPED

QUANTITY SHIPPED - The quantity for this item included in this shipment.

UM

UNIT OF MEASURE - Two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.

REPORT ELEMENT

ELEMENT DESCRIPTION

QTY ACCEPTED

QUANTITY ACCEPTED - The quantity of the line item listed on this shipment that has been accepted by the destination.

DC

Shipment Acceptance Discrepancy Explanation.

D = Documentation (incomplete, improper, or without authority and which prevents acceptance).

M = Misdirected (material addressed to wrong activity).

N = Nonconforming (items do not conform to the contract specifications).

O = Overage (quantity received in excess of quantity shipping document).

S = Shortage (quantity received less than quantity on shipping document).

T = Inadequate Technical Data (missing, mutilated, incomplete, (includes Warranty Data)).

U = Undelivered.

W = Wrong Item (incorrect item received).

X = Damaged received in damaged condition).

ACT/EST ACCP DTE

ACTUAL/ESTIMATED ACCEPTANCE DATE - Date the supplies/services were accepted or are expected to be accepted (YYMMDD).

DATE DELVD

DATE DELIVERED - This field contains the date that the supplies were physically delivered to the Ship to point (YYMMDD).

ST

TRANSACTION STATUS CODE - A code indicating special circumstances about the Acceptance Report.

H = Stock number/part number differs from the Contract Abstract.

J = Contract is not in the data base.



REPORT ELEMENT

ELEMENT DESCRIPTION

L = MILSTRIP differs from Contract Abstract.

P = Quantity shipped differs from Contract Abstract.

Q = Mark For differs from Contract Abstract.

S = Two or more of the following control data elements do not match the data base (Ship To, Mark For, MILSTRIP number).

T = Two noncontrol data elements do not match the data base (quantity shipped exceeds the on order quantity, and stock number/part number contained in the Contract Abstract).

Z = Previous transaction is canceled.

1 = First followup.

NKL Used to input status about records awaiting destination acceptance.

SHIP-TO SHIP TO - A five or six position code indicating the Ship-To address. Cannot contain an alpha I or O.

FU FOLLOWUP STATUS CODE - This field will contain one of the following codes:

a. Code 1 - First followup sent (automatically generated). The followup will be the result of entering the shipment side of the DD Form 250.

b. Code 2 - Second followup (automatically generated). The followup will result from the passage of a predetermined number of days after first followup with no information received from the consignee. Update occurs when the DART generates a PK5 to Army, Navy, and DLA consignees or a followup to Air Force consignee.

c. Code 3 - This code is reserved.

REPORT ELEMENT

ELEMENT DESCRIPTION

d. Code 4 - Consignee notified. DFAS will process this followup code using an NKL with a 4. The DART will be updated with this code when a manual followup is generated to the consignee for acceptance.

e. Code 5 - Research action required. DFAS will process this followup in DARTs using an NKL with a 5. The use of this code will be limited to research items which will take two days. DFAS Supervisors will closely monitor all items with a 5 followup code.

f. Code 6 - ACO and IS are automatically notified upon receipt and updating of a PKN, NKQ or PKP with a discrepancy code in column 65. This code will generate a notice to the ACO and IS of the discrepant condition. This code is also used when timely destination acceptance has not been received and the input clerk is following up with the ACO.

g. Code 7 - Purchase Office notified. DFAS will process in DARTs using an NKL with a 7. DARTs will be updated with this code when the Procurement Contracting Officer has been notified that acceptance has been requested four times or an overseas destination is involved.

h. Code 8 - Special followup initiated. DFAS process this followup code in DART using an NKL with an 8. It will be used when a followup must be made by mail because the activity is not equipped to receive PK or teletype traffic.

i. Code 9 - When it is determined that DFAS has an invoice in house awaiting destination acceptance (B Coded invoice), the CAOs will help to obtain the document.

NOTES: The following subparagraphs contain all of the error messages and correct procedures that apply to this report.

a. General - Each record is a separate paragraph which contains a list of the data elements appearing on the record followed by the error messages, if applicable, for that data field. If a particular data element is not validated, at all, or a particular record it will be stated.

REPORT ELEMENT

ELEMENT DESCRIPTION

b. Types of Validation - The mainframe validation has been divided into four distinct types:

(1) Structure Validation (STR) - Constitutes individual validation of data elements/fields against a unique set of values of criteria. Error messages generated as a result of a data element not passing the structure validation will be prefixed with STR.

(2) File Compare Validation (F/C) - Constitutes any validation requiring access to any element of the data base. Error messages generated as a result of a data element not passing file compare validation will be prefixed with F/C.

(3) Relationship/Dependency Validation (R/D) - Constitutes validation where interrelationship of data elements/fields/records must exist. Error messages generated as a result of data elements not passing the relationship/dependency (requirement) validation will be prefixed with R/D.

(4) Balancing Validation (BAL) - Requires that a calculated balance must exist between two or more fields. Error messages generated as a result of data elements not passing the balancing validation will be prefixed with BAL.

c. Special Notations - Several of the messages generated by the validation process are information and do not result in the transaction being rejected. These messages are prefixed by \*\*\*. In general, when transactions fail to pass validation they are suspended awaiting correction. If a transaction (s) is suspended because it contained an unmatched SHIP TO, Mark FOR and/or MILSTRIP number (diverted shipment), which is correct, it can be released using an NQR transaction. All other unmatched conditions require reinput. If the correction transaction is

REPORT ELEMENTELEMENT DESCRIPTION

reinput using the same PIIN, SPIIN, Contractor Shipment, the suspended transaction will be automatically deleted from the recycle file. Otherwise and NQD transaction will be used to delete the suspended transaction from the recycle file. Acceptable errors are listed on the DD Forms 250 Recycling Awaiting Action Report. Rejectable errors are listed on the Rejected Delivery/Acceptance Transaction Report.

Shown below are the Message Numbers, Error Messages and Validation Criteria.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
101	DUPLICATE SHIPMENT	Must not match another input record at PIIN, SPIIN, SHIP #, CLIN in the same cycle.
102	DUPLICATE ACCEPTANCE	Must not match another record at PIIN, SPIIN, Contractor Shipment Number, CLIN.
103	ACPTNCE AND SHPMT	Must not receive a shipment and an acceptance in the same cycle.
292	UNMATCHED AT SHIP NUMBER	Must match the shipment number on the data base.
293	UNMATCHED AT SHIP TO	Must match the DoDAAC code on the data base.
294	SHIPMENT RECORD DELETED	Matches a deleted shipment record which has not been reentered and processed.
295	MATCHES SOURCE SHIPMENT	Must not match a shipment which requires a source acceptance.
300	F/C-DARTS FOLLOWUP	Must match a transaction awaiting destination acceptance at PIIN, SPIIN, SHIP TO, SHIP No., SUFFIX, and CLIN.
301	F/C DELIVERY/DARTS CLSD CONTR	Must not match a closed contract record (section 2, 5, 8, or 9).

MESSAGE NO.	ERROR MESSAGE	VALIDATION CRITERIA																																													
302	F/C-UNIT OF MEASURE	Incoming transaction does not match Unit of Measure in the data base.																																													
304	F/C SECOND ACPTNCE	Previously received acceptance for this shipment.																																													
305	F/C-INVLD QTY ACPTD	If the quantity shipped and accepted are not equal, the incoming transaction must have a discrepancy code or contain all zeros with an X in the decade position in the year of the acceptance date.																																													
306	F/C INVLD DELETE SHP2/MRK4	Status Code Z must match a processed delivery transaction at SHIP TO, MARK FOR.																																													
307	F/C INVLD DLT PISP/SHPNO/CLIN	Status Code Z must match a processed delivery transaction at PIIN, SPIIN, Contractor Shipment Number, and CLIN.																																													
308	*** ACPTNCE CODE	A transaction with a blank Status Code must match one of the following table combinations.																																													
<div> <div>INPUT</div> <table> <tr> <th>ACCEPTANCE</th><th>DATA BASE</th><th>CODES</th></tr> <tr> <td></td><td>ACCEP-</td><td>MOCAS</td></tr> <tr> <td>SITE</td><td>TANCE</td><td>I/A</td></tr> <tr> <td>CODE</td><td>SITE</td><td>CODE</td></tr> <tr> <td>A</td><td>D</td><td>SD</td></tr> <tr> <td>A</td><td>D</td><td>DD</td></tr> <tr> <td>A</td><td>D</td><td>LT</td></tr> <tr> <td>C</td><td>S or D</td><td>CC or OC</td></tr> <tr> <td>D</td><td>D</td><td>DD</td></tr> <tr> <td>D</td><td>D</td><td>SD</td></tr> <tr> <td>D</td><td>D</td><td>LT ND</td></tr> <tr> <td>P</td><td>S</td><td>SS or CC</td></tr> <tr> <td>P</td><td>S</td><td>DS</td></tr> <tr> <td>S</td><td>S</td><td>SS</td></tr> <tr> <td>S</td><td>S</td><td>LT</td></tr> </table> </div>			ACCEPTANCE	DATA BASE	CODES		ACCEP-	MOCAS	SITE	TANCE	I/A	CODE	SITE	CODE	A	D	SD	A	D	DD	A	D	LT	C	S or D	CC or OC	D	D	DD	D	D	SD	D	D	LT ND	P	S	SS or CC	P	S	DS	S	S	SS	S	S	LT
ACCEPTANCE	DATA BASE	CODES																																													
	ACCEP-	MOCAS																																													
SITE	TANCE	I/A																																													
CODE	SITE	CODE																																													
A	D	SD																																													
A	D	DD																																													
A	D	LT																																													
C	S or D	CC or OC																																													
D	D	DD																																													
D	D	SD																																													
D	D	LT ND																																													
P	S	SS or CC																																													
P	S	DS																																													
S	S	SS																																													
S	S	LT																																													
309	*** F/C UNIT OF MEASURE	The Unit of Measure must match the data base.																																													

<u>MESSAGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
310	F/C-DUP SHPMT NO	<p>Supply Line Item:</p> <p>a. If the Status Code is blank the transaction must not match a processed record on the data base for PIIN, SPIIN, SHIP No., CLIN.</p> <p>Service Line Item:</p> <p>b. If the Status Code is blank the transaction must not match a processed record on the data base for PIIN, SPIIN, SHIP No.</p>
311	F/C-INV DELETE G RCRD	Status Code Z must match a processed delivery record at PIIN, SPIIN, CLIN, and Contractor Shipment Number.
312	*** F/C PIIN & SPIIN CLIN	A transaction with a blank Status Code must match the schedule record on the data base at PIIN/SPIIN/CLIN.
313	F/C INVLD PIIN, SPIIN, SHP-NO, ETRNS	<p>Supply Line Item:</p> <p>a. Status Code E must match a deleted delivery record in the data base at PIIN, SPIIN and Contractor Shipment Number.</p> <p>Service Line Item:</p> <p>b. Status Code E must match a processed or deleted delivery record in the data base at PIIN, SPIIN, and Contractor Shipment Number.</p>
314	*** F/C INVLD SHP2/MRK4	A transaction with a blank Status Code must match the data base for SHP2/MRK4.
315	F/C-MILSTRIP NUMBER	Status Code Z must match a processed delivery transaction at MILSTRIP number or a Status Code E must match a deleted record at MILSTRIP number.
316	F/C E TRANS MATCH PROC RECRD	<p>Supply Line Item:</p> <p>a. Must not match data base at CLIN, SHIP TO, and MARK FOR, unless the record has been canceled.</p>

<u>MESSAGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
		Service Line Item b. Must not match data base at PIIN, SPIIN, SHPNO, CLIN, SHIP TO, MARK FOR unless the record has been canceled.
317	F/C-RECYCLE DELETE	An NQD transaction must match a transaction on the recycle chain at PIIN, SPIIN, SHIP No., SUFFIX, and ORG.
318	*** F/C-MILSTRIP NUMBER	The MILSTRIP document number (MILS DOC #) must match a schedule record in the data base at PIIN, SPIIN, CLIN, SHIP TO, MARK FOR, and MILS DOC #.  NOTE: This validation is not applicable to a converted contract record.
319	F/C-UNMATCHED PIIN/SPIIN/CLIN	Supply Line Item: a. Must match a valid line item record in the data base.  Service Line Item: b. Must match a shipment record at PIIN/SPIIN/CLIN.
320	*** F/C NO SCHEDULE RECORD	This supply line item does not have a schedule.
323	*** F/C-ACPT Site	The acceptance site must match the data base.
324	F/C FOB	Free on Board point (FOB) must match the data base record.
325	F/C SUSPENSE RELIEF	Must match a suspended delivery transaction at PIIN, SPIIN, Shipment Number and CLIN if present.
330	F/C-ORGANIZATION	Must match a valid Organization code on the table.
331	F/C-INCORRECT QTY Z STATUS	If the Status Code is Z, and the MILSTRIP supplement field is blank, the quantity in this transaction must equal a processed matching transaction.

<u>MESSAGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
332	F/C-INSUF QTY E STATUS	If the Status Code is E and with a Shipment Advice Code of C, the quantity must be greater than the previous matching transaction with a Status Code of Z.
333	F/C-EXCES QTY E STATUS	If this transaction has a Status Code of E and a Shipment Advice Code of D, the quantity must be less than the previous matching transaction with a Status Code of Z.
404	STR-STA CD	Status must be E, Z, or Blank.
410	STR-DT SHPD	Date Shipped:  Year - Must be the prior, current, or succeeding year.  Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec.  Day - Must be 01-31, as appropriate for the month cited.
411	STR-MODE OF SHPMT	Mode of shipment must be A-Z or 2-9.
412	STR-ACPT SITE	Acceptance site must be A, C, D, F, P, or S.
413	STR-MILSTRIP SUPMT	The MILSTRIP Supplement (MILSUP) must be 2 or blank.
414	STR-QTY SHPD	Quantity Shipped must be numeric.
415	STR-SHP ADV	The Shipment Advice Code must be C, D, E, F, G, H, M, P, Q, or Z.
417	STR-PQA SITE	The Procurement Quality Assurance Site (PQA) must be D, S, or Blank.
418	STR-SPN CD A REC	Shipment Performance Notice must be P or Blank.



<u>MESSAGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
420	STR-SHPMT WT	The Shipment weight must be numeric or blank.
421	STR-SPN-CD B REC	The Shipment Performance Code must be H, T, or Blank.
430	STR-QTY-SHPD	Quantity Shipped must be numeric.
440	STR-DTE COMP	<p>Date Completed:</p> <p>Year - Must be the prior, current, or succeeding year. Can be an estimated date indicated by an X in the decade position of the year.</p> <p>Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec.</p> <p>Day - Must be 01-31, as appropriate for the month cited.</p>
442	STR-ACPT SITE	The acceptance site must be S or D.
443	STR-SRVC ADV CD	The Service Advice Code must be an H.
450	STR-QAR SGND/ACPT DTE	<p>QAR Signed/Acceptance Date (ACC-DTE)</p> <p>Year - Must be the year of the run or preceding/succeeding year.</p> <p>Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec.</p> <p>Day - Must be 01-31, as appropriate for the month cited.</p>
451	STR-DOCMT RCVD DTE	Document Received Date (REC-DTE)

<u>MESSAGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
		<p>Year - Must be the current year or the preceding/succeeding year.</p> <p>Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec.</p> <p>Day - Must be 01-31, as appropriate for the month cited.</p>
452	STR-GFM/P	<p>Government Furnished Material/Property</p> <p>(GFM/P) must be N or Y.</p>
462	STR-SUSP RELF CD	Must be G, L, Q, S, or Blank.
514	STR-FOLLOWUP STATUS	Must be 0, 1, 2, 4, 5, 6, 7, 8, 9, or Blank.
522	STR-DSCPNCY CD	Discrepancy Code must be D, M, N, O, S, T, U, W, X, or Blank.
523	STR-ACPT DTE	<p>Year - Must be numeric. Can be an estimated date indicated by an X in the decade position of the year.</p> <p>Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec.</p> <p>Day - Must be 01-31, as appropriate for the month cited.</p>
524	STR-DTE DLVRD	<p>Date Delivered (DT DLVD).</p> <p>Year - Must be the current, prior or preceding year.</p> <p>Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec.</p>

<u>MESSAGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
		Day - Must be 01-31, as appropriate for the month cited.
		NOTE: Cannot be an estimated date.
525	STR-STA CD	Transaction status Code must be A, B, C, D, E, F, G, H, J, K, N, or Blank.
616	*** R/D SHP DT NOT W/I 3 YT RANGE	The Year for the Date shipped is not within a three year range.
700	R/D MISSING NQB	Must have a matching NQB Record at PIIN, SPIIN, SHIP No., and CLIN.
701	R/D MISSING NQF	If MILSTRIP Supplemental field is a two then an NQF Record(s) is required.
702	R/D MISSING NQA	Must match an NQA transaction at PIIN, SPIIN, SHIP No., SUFFIX, CLIN/ELIN, STATUS, and ORG.
703	R/D MISSING MIL SUP CODE	NQA MILSTRIP Supplemental Code is blank.
708	R/D-MISSING NQA or NQG	Must have a matching NQA or NQG transaction at PIIN, SPIIN, Ship No.
709	R/D-STATUS CODE	Transaction matches at PIIN, SPIIN, SHIP No., but not at Status Code.
710	R/D-ORG DIFFERENCE	Transaction matches at PIIN, SPIIN, SHIP No. Status Code but not at organization.
711	FC-MISSING NQQ RECORD	Must have a matching NQQ Record at PIIN, SPIIN, and contractor shipment number.
800	BAL-QTY BAL A TO F	The sum of the NQF (QTY Ship) records shall equal the quantity of the NQA Record.

DESTINATION ACCEPTANCE REPORT - PKN RECORD

The Acceptance Report is received via AUTODIN in response to an Acceptance Alert.

DESTINATION ACCEPTANCE REPORT - PKP RECORD

The Acceptance Report is received via AUTODIN when an Acceptance has not been requested by DCMC.

#### 1.10.5.3 UNMA420A - DAILY DELIVERY LIST

##### a. Data Summary

PURPOSE:	This report shows processed DD Form 250's input the previous day. This report shows only shipments made against CAT 1 or CAT 2 contracts.
SOURCE OF DATA:	Data Base
TYPE MEDIUM:	Output Report - Standard paper
FREQUENCY/RETENTION:	Daily/Until Contract Close-Out
SORT SEQUENCE:	Industrial Specialist/Procurement Instrument Identification Number/Supplementary Procurement Identification Number/Contract Line Item Number
PAGE BREAK:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
IS-PAGE:	Page number within the report for a particular Functional Specialist.

b. Report Format

```

*****
REPORT NUMBER UNMA420A                      DATE 96 APR 26
                                           DAILY DELIVERY LIST
      PIIN      SPIIN      CONTRACTOR NAME      CITY      STATE      ZIP
IS CAT SERV OE/H8
SP090096M5789      POWELL ELECTRONICS INC      PHILADELPHIA      PA      19101-8765
WAB 2 S 20441
CLIN/ELIN SHP NO SHP DTE TOT ORD TOT SHPD BAL QTY SHPD PU AC SA MS
NSN SHP TO TRX CODE-MSG
0001AA PEP0001 96APR18
                                           8      8      0      8      EA A H %
      DESTINATION N65886 NAVAL AVIATION DEPOT NAVAL AIR STATION
TRANS OFC P O BOX 960001
0001AB PEP0002Z 96APR18
                                           17      17      0      17      EA
      DESTINATION SW0400 DEFENSE DISTRIBUTION DEPOT RICHMOND 8000 JEFFERSON DAVIS
REPORT NUMBER UNMA420A                      DATE 96 APR 26
                                           DAILY DELIVERY LIST
      PIIN      SPIIN      CONTRACTOR NAME      CITY      STATE      Z
SP093596M2891      POWELL ELECTRONICS INC      PHILADELPHIA      PA      19
CLIN/ELIN SHP NO SHP DTE TOT ORD TOT SHPD BAL QTY SHPD PU
7003 PEP0001 96APR18
                                           1      1      0      1      EA
      DESTINATION FB6151 ANG ASST USPFO FOR PROP - LGS 57330 MUSTANG DRIVE
REPORT NUMBER UNMA420A                      DATE 96 APR 26
                                           DAILY DELIVERY LIST
      PIIN      SPIIN      CONTRACTOR NAME      CITY      STATE      Z
N0010494G7402 5381      IN-SPECK CORP      PHILADELPHIA      PA      19
*****

```

FIGURE 1.10.5-3

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - The Contract Number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - The four position number identifying an order (if ninth position of the PIIN is an A, D, or G).
CONTRACTOR NAME	Name of the prime contractor from the Master Address File.
CITY/STATE/ZIP	The prime contractor's address.
IS	A three position Functional Specialist Code to whom the production surveillance of the contract is assigned.
CAT	Production Surveillance Code.
SERV	Identifies the Department that issued the contract.
OE/H8	Federal Supply Code for Manufactures (FSCM) known as the CAGE code. Used to identify government contractors.
CLIN/ELIN	CONTRACT LINE ITEM NUMBER/EXHIBIT LINE ITEM NUMBER.
SHP-NO	Contractor Shipment Number is the DD Form 250 number.
SHP DTE	Actual/estimated date of shipment from contractor's plant.
TOT ORD	The total number of units on order for the line item.
TOT SHPD	The total number of units shipped to date.
BAL	The number of units remaining to be shipped.
QTY SHPD	The number of units reported on this shipment.
PU	PURCHASE UNIT - Unit of measurement (listed in Part I, Chapter 5).
AC	ACCEPTANCE CODE - Site for the items being shipped.

REPORT ELEMENT

ELEMENT DESCRIPTION

CODE:

A - Destination Acceptance - DFAS processed shipment  
S - Source/Origin Acceptance.  
D - Destination Acceptance - DCMC processed shipment  
F - Fast Pay  
C - Certificate of Conformance

SA

SHIPMENT ADVICE CODE.

MS

MODE OF SHIPMENT.

NSN

NATIONAL STOCK NUMBER.

SHP TO

DoDAAC of the receiving agency.

TRX  
CODE-MSG

Transaction Status Code/Message - Data in this field shows a correction to a processed shipment record.

Z - Deleted Delivery Transaction  
E - Corrected Delivery Transaction

NOTE: The quantity shown in a delivery record with a action status code of Z or E shows the adjusted total for line item or single MILSTRIP record.

NATION

The DoDAAC and the in-the-clear address for the reported shipment. If this is blank, there was no address for this code in the ADRS.



1.10.5.4 UNMC01-INVOICES AWAITING ORIGIN/PLANT DD 250 - (THE "A" LIST)  
[SUPERCEDED UYFD17]

a. Data Summary

PURPOSE: This report contains a complete listing of A coded invoices (invoices at DFAS awaiting source acceptance DD Form 250) input. This report is received on Monday's and on the last day of the month. It should be researched and annotated as soon as possible and a copy of the annotated report faxed to DFAS by Noon on Wednesday of each week. The listing must be worked in a timely manner due to the prompt payment act. The Prompt Payment Act states in part all invoices must be paid within 30 days or returned to the contractor within 7 days of receipt or interest must be paid by the government.

SOURCE OF DATA: Data Base

FREQUENCY: Weekly (each Monday and last day of each month)

RETENTION: Determined Locally

SORT SEQUENCE: Terminal Digit

TOTALS: Totals of invoices awaiting origin/plant DD Form 250 for each CAO. Summary includes total of invoices awaiting origin/DD Form 250s.

b. Report Format

```

*****
A REPORT NUMBER UNMC01  DATE 96 MAY 28      CAO CODE WG      PAGE      1
INVOICES AWAITING ORIGIN/PLANT DD250      AS OF 28 MAY 96
S L CONTR/PIIN  SPIIN/PARTL- --DISCOUNT INFORMATION-- -DATE INVOICE A DPE SHIPMENT INVOICE DS I PROCESS R
V C BY ACT FY T SN CALL SP/MD MONETARY $ CD/DATE RATE DY RECD AMOUNT NBR  NBR      NBR      DATE
MA INC      196168
NWG  N0010495PTV00      AP  .00 96135      96138      50.10 382070 TRA0450 60450      T 1 05/21/96 A
AZ E SUPPLY CO INC
SWG  SP0700 96 D 3001      0005  .00 96145 00.50 10 96145 16,802.00 385777 AZE0004Z 2559D      E 2 05/28/96 A
IN-SPECK CORP I 96171
NWG  N00104 94 G 7402      5307  .00 96137 01.00 10 96141 1,626.00 382611 ICK0006 9109      E 2 05/22/96 A
NWG  N00104 94 G 7402      5341  .00 96122 01.00 10 96127 626.25 375468 ICK0006 9092      E 2 05/08/96 A
TORWICO ELECTRONICS
SWG  SP0905 96 M 4007      .00 96138 00.50 10 96145 1,802.00 385764 TEL0001 T41468      E 2 05/28/96 A
SWG  SP0905 96 M 4007      .00 96138 00.50 10 96145 771.48 385768 TEL0005Z T41472      E 2 05/28/96 A
SWG  SP0905 96 M 4007      .00 96138 00.50 10 96145 321.34 385767 TEL0004 T41471      E 2 05/28/96 A
SWG  SP0905 96 M 4007      .00 96138 00.50 10 96145 321.45 385766 TEL0003 T41470      E 2 05/28/96 A
SWG  SP0905 96 M 4007      .00 96138 00.50 10 96145 321.45 385765 TEL0002 T41469      E 2 05/28/96 A
FLUIDDYNE CORP I96172
NWG  N00104 94 G 7309      0040  .00 96131 01.00 10 96142 1,701.00 383445 FDC0002 00402      E 2 05/22/96 A
NWG  N00104 94 G 7309      0040  .00 96131 01.00 10 96142 1,701.00 383445 FDC0006 00403      E 2 05/08/96 A
NWG  N00104 94 G 7309      0040  .00 96131 01.00 10 96142 1,701.00 383445 FDC0006 00401      E 2 05/22/96 A
*****

```

FIGURE 1.10.5-4

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>										
SV	SERVICE - This is the department code assigned to the contract.										
LC	CAO Organization Code.										
CONTR/PIIN	CONTRACTOR NAME/PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Directly below the name is the contract number divided as follows:										
	<table> <tr> <th><u>FIELD</u></th><th><u>DESCRIPTION</u></th></tr> <tr> <td>BY ACT</td><td>Buying Activity Code</td></tr> <tr> <td>FY</td><td>Fiscal Year</td></tr> <tr> <td>T</td><td>Identifies when Interest will be Due</td></tr> <tr> <td>SN</td><td>Serial Number</td></tr> </table>	<u>FIELD</u>	<u>DESCRIPTION</u>	BY ACT	Buying Activity Code	FY	Fiscal Year	T	Identifies when Interest will be Due	SN	Serial Number
<u>FIELD</u>	<u>DESCRIPTION</u>										
BY ACT	Buying Activity Code										
FY	Fiscal Year										
T	Identifies when Interest will be Due										
SN	Serial Number										
SPIIN CALL	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - The four position number identifying an order (if ninth position of the PIIN is an A, D, or G).										
PARTL SP/MD	PARTIAL SP/MD - A two or three position internal DFAS code.										
DISCOUNT	The discount information as contained in the contract or invoice. Discount information is broken as follows:										
	<table> <tr> <th><u>FIELD</u></th><th><u>DESCRIPTION</u></th></tr> <tr> <td>MONETARY \$</td><td>Dollar amount of any monetary discount.</td></tr> <tr> <td>CD/DATE</td><td>Date on invoice</td></tr> <tr> <td>RATE</td><td>Decimal rate of any percentage discount</td></tr> <tr> <td>DY</td><td>Discount Period in days.</td></tr> </table>	<u>FIELD</u>	<u>DESCRIPTION</u>	MONETARY \$	Dollar amount of any monetary discount.	CD/DATE	Date on invoice	RATE	Decimal rate of any percentage discount	DY	Discount Period in days.
<u>FIELD</u>	<u>DESCRIPTION</u>										
MONETARY \$	Dollar amount of any monetary discount.										
CD/DATE	Date on invoice										
RATE	Decimal rate of any percentage discount										
DY	Discount Period in days.										
DATE RECD	DATE RECEIVED - This is the Julian date invoice was received by DFAS.										
INVOICE AMOUNT	Total dollar amount shown on the invoice.										
ADPE NBR	A six position number assigned by the Invoice Control Group at DFAS upon receipt of invoice.										

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
SHIPMENT NBR	SHIPMENT NUMBER - The invoice pertains to, shown on invoice. Shipment numbers beginning with MOD, ACO, REF, ZZZ, BVN, TRA, TER, ADD, SER, PCI, SUP, and ADJ should be ignored. These are not valid shipment numbers, they're numbers assigned by DFAS.
INVOICE NBR	Contractor assigned invoice number.
DS	DOCUMENT SUPPORT - Identifies the document support provided with the invoice.  E - Evidence of Shipment Attached P - Parcel Post Billing T - Transportation Charges
ID	INVOICE DOCUMENT - Types of invoice document:  1 - Commercial Invoice 2 - DD Form 250 3 - SF 1034 4 - DD Form 1195 8 - Postage and/or Trans. Invoice 9 - Transportation Trailer Record
PROCESS DATE	The date the invoice was coded A.
RC	Reason Code for the invoice. Always A on this report.

The UNMC01 Report will be annotated by the CAO Terminal with a 2-3 position code. The first position will indicate area, e.g., R indicates Recycling Record, F indicates DFAS, and T indicates CAO Terminal. The second position will indicate reason for being on A List. An R will be added on to the 2-position code if it is a repeat of the previous weeks annotation. DFAS will take action, based on the annotations provided.

TABLE: The following table provides a list of codes the CAO Terminal will use when annotating the UNMC01 Report and a brief summary of the actions DFAS will take, based on those annotations.

<u>CODE</u>	<u>EXPLANATION</u>	<u>ACTIONS</u>
RA - Recycling Record, Acceptance Code		No actions taken by DFAS, CAO Terminal should clear recycling record in accordance with the DD Form 250 Recycling Awaiting Action Procedures.
RI - Recycling Record, CLIN		
RP - Recycling Record, PIIN/SPIIN		
RS - Recycling Record, Ship-To/Mark-For		
RO - Recycling Record, Other		

<u>CODE</u>	<u>EXPLANATION</u>	<u>ACTIONS</u>
FA -	Acceptance Processed by DFAS	DFAS will research for duplicate invoice. DFAS will re-open contract, DCMC or DFAS will move contract back to DFAS will recode invoice or return invoice to contractor.
FC -	Contract Not in Section 1	
FP -	All items previously accepted	
FW -	Contractor shipped w/o Source Acceptance section 1.	
FV -	Contract Closed	
FO -	Other, Reason Annotated	
TR -	DD250 Returned by CAO Terminal	DFAS will return invoice to contractor.
TM -	DD250 Not Received by CAO Terminal	
TS -	DD250 Previously Processed	DFAS will research for duplicate. No action taken CAO should process or correct DD Form 250 Input.
TN -	DD250 Received/Not processed	
TE -	DD250 Input error by DFAS.	
TA -	DD250 Processed After 'A' List Date	
TO -	Other, Reason Annotated	

The following instructions are provided for working the UNMC01, Invoices Awaiting Origin/Plant DD Form 250 Report.

<u>STEP</u>	<u>ACTION</u>									
1	Receive UNMC01, Invoices Awaiting Origin/Plant DD Form 250 Report Weekly/Monday.									
2	Annotate UNMC01 list with remarks from previous week report.									
3	Review UNMC01 Listing for any fabricated shipment numbers, e.g. REF---, TRA---, ACO---, TER---, ADD---, SER---, MOD---, PCO---, SUP. Put in the code "FO"-Fabricated Shipment so DFAS can recode the invoice.									
4	Review listing for any contract numbers requiring a SPIIN or Call Order.									
	<table><tr><th><u>If ninth position contract # is</u></th><th><u>And the listing</u></th><th><u>Then</u></th></tr><tr><td>A, D, G, or H</td><td>Does not show a SPIIN</td><td>- Do not research. - Annotate UNMC01 Report 'FO' - MISSING SPIIN'. DFAS will correct input or return invoice to contractor.</td></tr><tr><td>A, D, G, or H</td><td>Shows SPIIN</td><td>- Go to step 5.</td></tr></table>	<u>If ninth position contract # is</u>	<u>And the listing</u>	<u>Then</u>	A, D, G, or H	Does not show a SPIIN	- Do not research. - Annotate UNMC01 Report 'FO' - MISSING SPIIN'. DFAS will correct input or return invoice to contractor.	A, D, G, or H	Shows SPIIN	- Go to step 5.
<u>If ninth position contract # is</u>	<u>And the listing</u>	<u>Then</u>								
A, D, G, or H	Does not show a SPIIN	- Do not research. - Annotate UNMC01 Report 'FO' - MISSING SPIIN'. DFAS will correct input or return invoice to contractor.								
A, D, G, or H	Shows SPIIN	- Go to step 5.								
5	Check the DD Form 250, Recycling Awaiting Action Report, UNMC140A, to see if the shipment is recycling.									
	If PIIN/SPIIN/SHPNO is on Recycle List,  - Annotate UNMC01 Report with one of the following codes:									

STEPACTIONCODEREASON

RA - Recycling for Acceptance Code  
RI - Recycling for CLIN  
RP - Recycling for PIIN/SPIIN  
RS - Recycling for Ship-To/Mark-For  
RO - Recycling for Other Reason (Specify Reason)

- Go on to next A coded invoice.

If it's not on Recycle, Go to Step 6

6

Perform an on-line inquiry to determine if the shipment DD Form 250 has been processed. See Shipment Data Inquiry Procedures, for instructions on performing online inquiry.

If DD250 was

Then

Processed

- Check the CHAIN-CD field for status of shipment record.

If

CHAIN CD

THEN

P, Q, or M - Annotate UNMC01 Report with:  
TS and date processed if  
before date of report.

or

TA and date processed if  
processed after date of  
report.

R

- Means record is recycling.  
Go back to step 5.

Z

- Means the record was deleted  
for reasons of correction or  
to be returned to contractor.  
- Check for a corrected record,  
and input if necessary.  
Annotate report TE and date  
of corrections.  
- If DD Form 250 was returned  
to contractor, annotate re-  
port TR and date of return.  
Annotate FW if returned  
because contractor shipped  
w/o source acceptance.

7

Check DD Form 250 files, unprocessed DD Form 250s, and rejected DD Form 250 files for a matching DD Form 250 awaiting processing.

<u>STEP</u>	<u>ACTION</u>						
	<table> <tr> <th><u>If DD250</u></th><th><u>Then</u></th></tr> <tr> <td>Found</td><td> <ul style="list-style-type: none"> <li>- Process DD250.</li> <li>- Annotate UNMC01 Report, TA and date.</li> </ul> </td></tr> <tr> <td>Not Found</td><td> <ul style="list-style-type: none"> <li>- Go to Step 8.</li> </ul> </td></tr> </table>	<u>If DD250</u>	<u>Then</u>	Found	<ul style="list-style-type: none"> <li>- Process DD250.</li> <li>- Annotate UNMC01 Report, TA and date.</li> </ul>	Not Found	<ul style="list-style-type: none"> <li>- Go to Step 8.</li> </ul>
<u>If DD250</u>	<u>Then</u>						
Found	<ul style="list-style-type: none"> <li>- Process DD250.</li> <li>- Annotate UNMC01 Report, TA and date.</li> </ul>						
Not Found	<ul style="list-style-type: none"> <li>- Go to Step 8.</li> </ul>						
8	<p>Verify the contract is open by performing an online inquiry of the Administrative Data Record and reviewing the CAR-SEC-NO.</p> <table> <tr> <th><u>CAR-SEC-NO</u></th><th><u>Then</u></th></tr> <tr> <td>1</td><td> <ul style="list-style-type: none"> <li>- Means the contract is in an open status.</li> <li>- Annotate the UNMC01 Report, TM and date. This will tell DFAS to return the invoice to the contractor due to non-receipt of shipping document.</li> </ul> </td></tr> <tr> <td>2, 3, 4, or 5</td><td> <ul style="list-style-type: none"> <li>- Means the contract is shipped complete, inactive, in litigation, in audit, or closed.</li> <li>- Annotate UNMC01 Report FO and indicate CAR-SEC Number. This will tell DFAS to research invoice</li> </ul> </td></tr> </table>	<u>CAR-SEC-NO</u>	<u>Then</u>	1	<ul style="list-style-type: none"> <li>- Means the contract is in an open status.</li> <li>- Annotate the UNMC01 Report, TM and date. This will tell DFAS to return the invoice to the contractor due to non-receipt of shipping document.</li> </ul>	2, 3, 4, or 5	<ul style="list-style-type: none"> <li>- Means the contract is shipped complete, inactive, in litigation, in audit, or closed.</li> <li>- Annotate UNMC01 Report FO and indicate CAR-SEC Number. This will tell DFAS to research invoice</li> </ul>
<u>CAR-SEC-NO</u>	<u>Then</u>						
1	<ul style="list-style-type: none"> <li>- Means the contract is in an open status.</li> <li>- Annotate the UNMC01 Report, TM and date. This will tell DFAS to return the invoice to the contractor due to non-receipt of shipping document.</li> </ul>						
2, 3, 4, or 5	<ul style="list-style-type: none"> <li>- Means the contract is shipped complete, inactive, in litigation, in audit, or closed.</li> <li>- Annotate UNMC01 Report FO and indicate CAR-SEC Number. This will tell DFAS to research invoice</li> </ul>						
9	<p>After researching report and annotating each invoice shown on the listing, FAX a copy of the annotated report to DFAS.</p> <p>NOTE: The annotated copy of the UNMC01 Report must be FAXED to DFAS by Noon on Wednesday of each week.</p>						

1.10.5.5 UNMC140A - DD Form 250 RECYCLING AWAITING ACTION

a. Data Summary

PURPOSE:

To provide a list of shipments that contains data that does not match the data base. If the data base is in error, it must be corrected to reflect the hard copy contractual document. DD Form 250 is in error, must be returned to the contractor within seven days for correction to avoid accruing interest charges. When DD Form 250 is returned to the contractor, delete the shipment from this list.

Note\*\* Initial Shipping Instructions (ISI) and Alternate Shipping Instructions (ASI) must be received in hard copy (i.e., letter, TWX, MOD) before corrections can be made to the data base. A QAR signature in Block 23 reflecting ASI/ISI is also acceptable.

SOURCE OF DATA:

Data Base

TYPE/MEDIUM:

Output Report - ORS/Standard Paper

FREQUENCY:

Daily Cumulative Report

RETENTION:

As determined locally

SORT SEQUENCE:

Terminal Digit Procurement Instrument Identification Number; Supplementary Procurement Instrument Identification Number (SPIIN); Contractor Shipment Number, Contract Line Item Number

PAGE BREAKS:

PIIN, SPIIN

TOTALS:

The number of DD Form 250s and line items awaiting corrective action aged by number of days and errors.



b. Report Format

```

*****
REPORT UNMBER UNMC140A          DATE 96 MAY 28          CAO CODE WG          PAGE 0001
          DD250 RECYCLING Awaiting ACTION
          A
REC-TYPE PIIN          SPIIN SHP-NO CLIN C UM SHIPTO MRK-FOR MILSTRIP NR IA *ERROR MESSAGE*ELAPSED
SHPMT SPO100 95 C0333 KAD0020 0163AA D EA W80DCA          ***F/C -PIIN & SPIIN CLIN 025
SHPMT SPO100 95 C0333 KAD0020 0163AA D EA W80DCA          ***F/C -PIIN & SPIIN CLIN 025
          A
REC-TYPE PIIN          SPIIN SHP-NO CLIN C UM SHIPTO MRK-FOR MILSTRIP NR IA *ERROR MESSAGE*ELAPSED
SHPMT N66001 95 DO134 0003 TDI0001 0001AA D LO N66001          ***CLIN          007
          A
REC-TYPE PIIN          SPIIN SHP-NO CLIN C UM SHIPTO MRK-FOR MILSTRIP NR IA *ERROR MESSAGE*ELAPSED
SHPMT SPO100 95 MG035 SMI0001Z 0001 D EA B6401          ***PIIN SPIIN          003
          A
REC-TYPE PIIN          SPIIN SHP-NO CLIN C UM SHIPTO MRK-FOR MILSTRIP NR IA *ERROR MESSAGE*ELAPSED
SHPMT SPO100 96 MYE41 LFC0001 0001 D EA W35KT6          ***PIIN SPIIN          005
SHPMT SPO100 96 MYE41 LFC0002Z 0001 D EA W35KT6          ***PIIN SPIIN          005
*****

```

FIGURE 1.10.5-5

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REC-TYPE	<p>Record Type - Type of record being printed. Three types of records may appear on this report. They are:</p> <p>MSTR (Master) - The contract line item record from the data base.</p> <p>SCHED (Schedule) - The contract line item schedule record from the data base.</p> <p>SHPMT (Shipment) - The DD Form 250 that was input. This record will always appear.</p>
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - The contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - The four position number identifying an order (if ninth position of the PIIN is an A, D, or G).
SHP-NO	CONTRACTOR SHIPMENT NUMBER - The shipment number of the DD Form 250 that is recycling.
CLIN	CONTRACT LINE ITEM NUMBER - The line item used to identify the item being shipped.
AC	<p>ACCEPTANCE CODE - Displays the acceptance site in the data base and the acceptance site from the DD Form 250 input.</p> <p>A - Input of an acceptance or a shipment and acceptance when the acceptance site is at destination. (DFAS only.)</p> <p>C - When Certificate of Conformance is the acceptance requirement with a signed DD Form 250.</p> <p>D - Destination acceptance shipment which has not been accepted.</p> <p>F - Fast Pay.</p> <p>S - Source acceptance shipment.</p>
UM	UNIT OF MEASURE - The two position code shows the unit of measure on the data base and the DD Form 250 input.
SHP-TO	SHIP TO - A five or six position code showing the Ship-To code in the data base and the shipping document.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
MRK-FOR	MARK FOR - A five or six position code showing the Mark-For code in the data base and the shipping document. This field may be blank.
MILSTRIP NR	MILSTRIP NUMBER - The number showing the MILSTRIP in the data base and the shipping document. This field may be blank.
I/A	INSPECTION ACCEPTANCE CODE - The two position code used to identify the Inspection and Acceptance points in the data base.
ERROR MESSAGE	The reason the record is on the Recycle List.
ELAPSED	The number of days the record has been on the report.
LAST PAGE TOTALS	The number of DD Form 250s and line items awaiting corrective action aged by number of days and errors.

d. Error Codes Messages and Corrective Action

NOTE\*\*\*\* Error code numbers will not display on this report except in the last page totals. Error codes with three asterisks (\*\*\*) in front of them are errors that will not allow the DD Form 250 to process. Error codes without asterisks are errors that would not reject if they were the sole error condition for the DD Form 250 being on recycle.

ERROR CODE 308 - ACCEPTANCE CODE DOES NOT MATCH DATA BASE.

This error message is generated when the acceptance code input from the shipment document does not match the acceptance code in the data base. Take the following steps to clear the shipment record from the recycle list.

<u>ERROR MESSAGE</u>	<u>CORRECTIVE ACTION</u>
***ACPTNCE CODE	<p>1 - Verify the Acceptance Code was entered correctly from the shipment document.</p> <p>If correct, go to step 2.</p> <p>If incorrect, perform a Single Record Correction (Function 2 on SP4000) to correct the recycling record.</p>

ERROR MESSAGECORRECTIVE ACTION

- 2 - Review the contract to determine if the Acceptance Code was entered correctly in the data base.

If correct, go to step 3.

If incorrect, request Trusted Local to correct contract data base file.

- 3 - Return DD Form 250 to contractor requesting correction.

ERROR CODE 309 - UNIT OF MEASURE DOES NOT MATCH DATA BASE.

This error code is generated when the unit of measure input from the shipment document does not match the one in the data base. Take the following steps to clear the record from the recycle list.

ERROR MESSAGECORRECTIVE ACTION

\*\*\*UNIT OF  
MEASURE

- 1 - Verify the Unit of Measure was entered correctly from the shipment document.

\*\*\*PRCH UNIT

If correct, go to step 2.

If incorrect, perform a Single Record Correction (Function 2 on SP4000) to correct the recycling record.

- 2 - Review the contract to determine if the Unit of Measure was entered correctly in the data base.

If correct, go to step 3.

If incorrect, request Trusted Agent to correct contract data base files.

- 3 - Return DD Form 250 to contractor requesting correction.

ERROR CODE 312 - TRANSACTION DOES NOT MATCH DATA BASE ON PIIN, SPIIN, AND CLIN.

These error codes are generated when the shipment record that was input does not have a matching contract data base record. Take the following steps to clear the shipment from the recycle list.

ERROR MESSAGECORRECTIVE ACTION

\*\*\*PIIN SPIIN

- 1 - Verify the PIIN/SPIIN/ were input correctly from the shipment document.

If incorrect, do a mass record correction to correct the recycling transactions.

If correct, go to step 2.

ERROR MESSAGE

CORRECTIVE ACTION

- 2 - Perform a Document Inventory Inquiry, Screen CT8040, off menu YCU2 (Function 8, Function 4) to determine if the contract or mod is in backlog status.  
  
If in backlog status, contact the organization responsible for input and request immediate input because shipments have been made.  
  
If not in backlog, go to step 3.
- 3 - Research files to determine if the contract exists or a mod has been written.  
  
If the contract or mod exists, send copy to the organization responsible for input because shipments have been made.  
  
If contract is not found, go to step 4.  
If mod is required, contact ACO.
- 4 - On source acceptance, contact the QAR for a copy of the document. On destination acceptance, contact the customer liaison at the Buying Activity. When all government avenues have been exhausted, call the Contractor to obtain page 1 of the contract so you can request a copy from the PCO.

ERROR MESSAGE - 312 - TRANSACTION DOES NOT MATCH DATA BASE ON PIIN, SPIIN, AND CLIN

This error code is generated when the CLIN entered does not have a matching Line Item Record in the data base. Take the following steps to clear the record from the recycle list.

ERROR MESSAGE

CORRECTIVE ACTION

\*\*\*\*CLIN

- 1 - Verify the PIIN/SPIIN/CLIN were input correctly from the shipment document.  
  
If correct, go to step 2.  
  
If incorrect PIIN/SPIIN entered, perform a Mass Record Correction (Function 1 - SP4000) to correct the recycling record.  
  
If incorrect CLIN was entered, perform a Single Record Correction (Function 2- SP4000) to correct the recycling record.
- 2 - Review the contract to determine if the Line Item is included in the contract.  
  
If CLIN is in the contract request Trusted Agent to input Line Item into the data base.

ERROR MESSAGECORRECTIVE ACTION

If CLIN is not in contract, go to step 3.

- 3 - Contact ACO to determine if a MOD has been issued establishing the Contract Line Item.

If ACO confirms MOD has been issued for the CLIN, give a copy to the ACO MOD Input Clerk for input.

If ACO states CLIN does not exist, go to step 4.

- 4 - Return DD Form 250 to contractor for correction.

ERROR MESSAGE 312 - TRANSACTION DOES NOT MATCH DATA BASE ON PIIN, SPIIN, AND CLIN

This error message is generated when the PIIN/SPIIN and CLIN entered does not have a matching Line Item Schedule Record in the data base. Take the following steps to clear the shipment record from the recycle list.

ERROR MESSAGECORRECTIVE ACTION

\*\*\*NO SCHEDULE  
RECORD

- 1 - Verify the PIIN/SPIIN/CLIN were input correctly from the shipment document.

If correct, go to step 2.

If incorrect PIIN/SPIIN entered, perform a Mass Record Correction (Function 1 - SP4000) to correct the recycling record.

If incorrect CLIN was entered perform a Single Record Correction (Function 2 - SP4000) to correct the recycling record.

- 2 - Research data base to see if the line item input is a service.

If it is, perform a Recycle Delete (Function 5 - P0001) and re-input DD Form 250 as a service (Function 1 - SP0001).

If the line item is not a service, go to step 3.

- 3 - Request Contract Management Assistant or the Trusted Agent correct the data base by inputting the Line Item Schedule.

ERROR CODE 314 - TRANSACTION DOES NOT MATCH DATA BASE ON SHIP TO/MARK FOR

This error code is generated when the shipment record input does not match a schedule record in the data base. The transaction will appear on the DD Form 250 Recycling Awaiting Action Report, along with the SCHED and MSTR records. Take the following steps to clear the shipment record from the recycle list.

ERROR MESSAGE

CORRECTIVE ACTION

\*\*\*INVLD  
SHP2/MRK4

- 1 - Verify the PIIN/SPIIN/CLIN were input correctly from the shipment document.  
  
If correct, go to step 2.  
  
If incorrect PIIN/SPIIN entered, perform a Mass Record Correction (Function 1- SP4000) to correct the recycling record.  
  
If incorrect CLIN was entered, perform a Single Record Correction (Function 2 - SP4000) to correct the recycling record.
- 2 - Verify the SHPTO and MRKFOR codes were input correctly from the shipment document.  
  
If correct, go to step 3.  
  
If incorrect, perform a Single Record Correction (Function 1 - SP4000) to correct the recycling record.
- 3 - Review contract to determine if correct SHPTO and MRKFOR codes were entered in the SCHED Record.  
  
If correct, go to step 4.  
  
If incorrect, request Contract Management Assistant or Trusted Agent to correct the data base files.
- 4 - Call ACO to determine if MOD was issued changing the SHPTO or MRKFOR codes.  
  
If ACO confirms MOD has been issued changing codes, give copy to ACO MOD Input Clerk for input. If mod is showing processed, but the information is incorrect, send documentation to your Contract Management Assistant or Trusted Agent to make the change to the data base.  
  
If ACO states SHPTO or MRKFOR code should remain unchanged, go to step 5.  
  
Note\*\* Initial Shipping Instructions (ISI) and Alternate Shipping Instructions (ASI) must be received in hard copy (i.e., letter, TWX, MOD) before corrections can be made to the data base. A QAR signature in Block 23 reflecting ASI/ISI is also acceptable.
- 5 - Return DD Form 250 to the contractor for correction.

These error codes are generated when the SHPTO or MRKFOR codes input on the shipment record do not match a valid DoDAAC in the Master Address File (MAF). Take the following steps to clear the shipment record from the recycle list.

<u>ERROR MESSAGE</u>	<u>CORRECTIVE ACTION</u>
***INVALID DoDAAC CODE	1 - Verify the SHPTO and MRKFOR codes were input correctly from the shipment document.
***UNMTCH DB SHPTO-INVLD DoDAAC	<p>If correct, go to step 2.</p> <p>If incorrect, perform a Single Record Correction (Function 1 - SP4000) to correct the recycling record.</p> <p>2 - Research the contract to determine the correct Ship To Code. If contract matches the DD Form 250, verify that the Ship To is valid by Telneting to DASC at 192.26.77.15 (The Sign-on is daasing) and following the directions on your screen.</p> <p>If the code is invalid or deleted, contact the ACO for corrective action (Mod or New Code).</p> <p>If the code in the contract is different than what is on the DD Form 250, return it to the contractor for correction.</p>

ERROR CODE 318 - TRANSACTION DOES NOT MATCH DATA BASE ON MILSTRIP NUMBER.

This error code is generated when the MILSTRIP Number entered from the shipment document does not match the MILSTRIP Number contained in the data base. Take the following steps to clear the shipment record from the recycle list.

<u>ERROR MESSAGE</u>	<u>CORRECTIVE ACTION</u>
***MILSTRIP NO	<p>1 - Verify the MILSTRIP Number was entered correctly from the shipment document.</p> <p>If correct, go to step 2</p> <p>If incorrect, perform a Single Record Correction (Function 1 - SP4000) to correct the recycling record.</p> <p>2 - Research the contract to determine the correct MILSTRIP Number.</p> <p>If the MILSTRIP Number matches the DD Form 250, request Contract Management Assistant or Trusted Agent to correct the data base.</p>



ERROR MESSAGECORRECTIVE ACTION

If the MILSTRIP Number does not match the DD Form 250, return DD250 to the contractor for correction.

ERROR CODE 412 - TOTAL OF ALL OTHER ERRORS NOT LISTED ABOVE.

These error codes are generated when the shipment record input was entered with an invalid FOB Site (must be N, S, D, or O) or the FOB Site that was entered does not match the data base. Take the following steps to clear the shipment from the recycle list.

ERROR MESSAGECORRECTIVE ACTION

\*\*\*FOB SITE  
UNMATCHED TO  
DB

1 - Verify the FOB Site was entered correctly from the shipment document.

If correct, go to step 2.

\*\*\*INVALID FOB  
SITE

If incorrect perform a Single Record Correction (Function 1 - SP4000) to correct the recycling record.

2 - Review the contract to determine if the FOB Site was entered correctly.

If correct, go to step 3.

If incorrect, request correction to data base files.

3 - Return shipment document to contractor in accordance with local procedures.

#### 1.10.5.6 UNMC160A - MISSING PARTIAL SHIPMENTS OVER SEVEN DAYS OLD

##### a. Data Summary

###### PURPOSE:

Missing partial shipments over 7 days old report, lists shipment numbers that are missing from sequential numbers. It is used to assure that the contractors assign shipment numbers in sequence. Anytime a higher number shipment is received before a lower shipment number is received and it remains in that condition for 7 days, the missing shipment will appear on this report. If both shipment numbers on the report are the same (i.e., ABC0001 and ABC0001), then that shipment number is missing. If the two shipment numbers of the report are different, (i.e., ABC0001-ABC0004), then both those shipments are missing as well as any in between.

The listing should be researched to determine if the condition is the result of a valid missing shipment, an incorrect partial shipment previously processed or an invalid/reject condition causing a break in shipment number sequence.

NOTE: For corrective action:

Assure that there are no DD Form 250s in the file that have not been processed. If DD Forms 250(s) are found in the file, they must be input into data base. If the DD Form 250 was input using the incorrect number, correct the shipment. If, after checking with the contractor, it is determined that the shipment number(s) will not be used, delete the shipment off the list (Function 7 - SP0001), keeping in mind that the missing shipment may reappear if another DD Form 250 is processed against that contract.

###### SOURCE OF DATA:

Data Base

###### FREQUENCY:

Daily

###### RETENTION:

As Determined Locally

SORT SEQUENCE:

Terminal Digit Procurement Instrument  
Identification Number/Supplementary  
Procurement Instrument Identification  
Number/Contractor Shipment Number

PAGE BREAK:

Contract Administration Office

b. Report Format

```
*****
REPORT NUMBER      UNMC160A      DATE  96   MAY   30  CAO CODE  WG      PAGE   0478
M I S S I N G     P A R T I A L   S H I P M E N T S   O V E R   7   D A Y S   O L D      PREPARED 96   MAY 30
*****
```

P. I. I. N	ORDER	SHIP NO.	THRU SHIP NO.	DATE	CONTRACTOR NAME	CITY	STATE	ZIP
N0014089CWC00		SER0001	SER0055	94 JAN 04	INFO-NOW	PHILADELPHIA	PA	19107
N0014089CWC00		SER0071	SER0432	94 JAN 04	INFO-NOW	PHILADELPHIA	PA	19107
N0014086C9200		IDS0001	IDS0004	91 SEP 04	IMPERIAL DEFENSE SYSTEMS	POTTS TOWN	PA	19107
N0014086C9200		IDS0006	IDS0006	91 SEP 04	IMPERIAL DEFENSE SYSTEMS	POTTS TOWN	PA	19107
N00421 85C0001		GRD0001	GRD0085	86 DEC 18	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0087	GRD0098	87 JUL 17	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0101	GRD0103	87 AUG 18	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0106	GRD0106	87 SEP 30	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0108	GRD0109	87 MAY 07	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0112	GRD0113	87 MAY 07	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0115	GRD0117	87 MAY 19	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0121	GRD0123	87 MAY 18	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0126	GRD0128	86 JUL 17	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0130	GRD0132	87 AUG 06	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0136	GRD0136	87 DEC 05	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0140	GRD0141	87 DEC 05	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0146	GRD0146	88 APR 10	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0152	GRD0155	88 APR 30	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0157	GRD0158	88 MAY 24	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0160	GRD0163	89 APR 10	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0165	GRD0165	89 APR 10	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001		GRD0169	GRD0169	89 APR 10	GRD INC.	DOYLESTOWN	PA	18901

FIGURE 1.10.5-6

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - The four position number identifying an order (if ninth position of the PIIN is an A, D, or G).
SHIP NO	CONTRACTOR SHIPMENT NUMBER - The first contractor shipment number missing.
THRU	Self-explanatory.
SHIP NO	The last missing contractor shipment number.
DATE	The date a shipment was processed which disclosed a missing shipment. Structure is YYYYMMDD.
CONTRACTOR NAME	Prime Contractor's Name.
CITY/STATE/ZIP	Contractor's Address.

1.10.5.7 UYCM12 - SECTION 5, CLOSED CONTRACTS

a. Data Summary

PURPOSE:

This report contains a complete listing of contracts that moved to Section 5 (closed) during the month. This listing is used to pull and store the closed DD Form 250 files once a month. When the contract is closed (Section 5), annotate folder if over \$25,000, move DD Form 250 folder to closed Calendar year, box files, separated by over/under \$25,000 and retire to the applicable federal records center for their ultimate disposal as indicated below:

a. Contracts more than \$25,000  
destroy 6 years 3 months after date of  
purge.

b. Contracts less than \$25,000  
destroy 3 years after date of purge.

SOURCE OF DATA:

Data Base

FREQUENCY:

Monthly

RETENTION:

One Year

SORT SEQUENCE:

Procurement Instrument Identification  
Number/Supplementary Procurement  
Instrument Identification Number

b. Report Format

```

*****
REPORT  NUMBER  UYCM12                                DATE

SECTION 5  CLOSED  CONTRACTS  -  PIIN SEQ                                DISTRIBUTION                                REQUESTOR

C T      P. I. I. N      SUPPL  ORG  ACO  S A P  PROCESS                                CONTRACTORS NAME                                OBLIG
C C                                             CODE      N C N      DATE

M D  NAS500 99 23700      WF    XV4  5 S C  96152                                LOCKHEED MARTIN CORP                                0.00
M D  N00104 94 G0302 5021  WF    XU6  5 P A  96152                                LOCKHEED MARTIN CORP                                24,944.00
M D  N00104 94 G0302 5023  WF    XU6  5 P A  96152                                LOCKHEED MARTIN CORP                                75,600.00
M D  N00104 94 G0302 5024  WF    XU6  5 P A  96152                                LOCKHEED MARTIN CORP                                8,205.00
M D  N00104 94 G0302 5034  WF    XU6  5 P A  96152                                LOCKHEED MARTIN CORP                                13,836.00
M D  N00104 94 G0302 5049  WF    XU6  5 P A  96152                                LOCKHEED MARTIN CORP                                26,315.00
M D  N00104 94 G0302 5055  WF    XU6  5 P B  96152                                LOCKHEED MARTIN CORP                                14,440.00
M D  N00104 94 G0302 5062  WF    XU6  5 P A  96152                                LOCKHEED MARTIN CORP                                4,815.00
M D  N00104 94 G0302 5092  WF    XU6  5 P A  96152                                LOCKHEED MARTIN CORP                                32,855.00
M D  N00104 94 PAF10      WF    XW1  5 P A  96152                                LOCKHEED MARTIN CORP                                0.00
M D  N00104 94 GA012 0002  WF    XU4  5 P A  96152                                LOCKHEED MARTIN CORP                                633,539.00
M D  N00104 94 GA012 0004  WF    XU4  5 P A  96152                                LOCKHEED MARTIN CORP                                500,415.00
M D  N00383 89 GK214 X71A  WF    XW5  5 P A  96152                                LOCKHEED MARTIN CORP                                78,849.00
M D  N00104 94 GK214 7001  WF    XW5  5 P A  96152                                LOCKHEED MARTIN CORP                                29,952.00
M D  N60921 87 DA215 0016  WF    XU7  5 P A  96152                                LOCKHEED MARTIN CORP                                1,111,000.00
M D  N00104 84 GA118      WF    XU4  5 P A  96152                                LOCKHEED MARTIN CORP                                51,034,335.00
M D  N00123 94 D0538 L613  WF    XU8  5 P A  96152                                LOCKHEED MARTIN CORP                                4,551.28
M D  N00104 94 D0538 L614  WF    XU8  5 P A  96152                                LOCKHEED MARTIN CORP                                345,431.00
M D  N00104 94 D0538 L615  WF    XU8  5 P A  96152                                LOCKHEED MARTIN CORP                                59,091.79
M D  N00104 94 D0538 L616  WF    XU8  5 P A  96152                                LOCKHEED MARTIN CORP                                3,664.57
M D  N00104 94 D0538 L620  WF    XU8  5 P A  96152                                LOCKHEED MARTIN CORP                                45,307.01
M D  N00104 94 D0538 L622  WF    XU8  5 P A  96152                                LOCKHEED MARTIN CORP                                2,670.28
M D  N00104 94 D0538 L623  WF    XU8  5 P A  96152                                LOCKHEED MARTIN CORP                                17,870.44
*****

```

FIGURE 1.10.5-7

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - The Contract Number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - The four position number identifying an order (if ninth position of the PIIN is an A, D, or G).
ORG CODE	Contract Administration Office.
ACO	Three position code of Administrative Contracting Officer.
SN	CAR Section Number - Will always be 5 for this report.
AC	Contract Assignment Code - Identifies type of administrative responsibility assigned to the contract. Will always be 'P-Prime' on this report.
PN	CAR Part Number - Identifies the level of administrative effort assigned the contract. Parts A and B are applicable to this report.
PROCESS DATE	The date the contract moved to Section 5.
CONTRACTOR'S NAME	Name of the contractor.
OBLIG	The obligated amount of the contract at time of closing.

The following instructions are for working the report:

<u>STEP</u>	<u>ACTION</u>
1	Receive UYCM12, Section 5, Closed Contract Report Monthly.
2	Pull the DD Form 250 files for each contract listed on report.
3	Annotate the Section 5 report that DD Form 250s have been pulled.
4	File DD Form 250's in a centrally located closed file until end of current year.



STEP

ACTION

- |   |  |
|---|--|
| 5 | At the end of the year, separate and box the pulled DD Form 250s in two groups:<br><br>1 - Contracts with an obligated dollar value over \$25,000;<br>2 - Contracts with an obligated dollar value under \$25,000. |
| 6 | Make complete lists of all boxes, and forward boxed DD Form 250 files to archives.   |

1.10.5.8 UYFD17-INVOICES AWAITING ORIGIN/PLANT DD 250 - (THE "A" LIST)

a. Data Summary

PURPOSE:	This report contains a complete listing of A coded invoices (invoices at DFAS awaiting source acceptance DD Form 250) input. This report is received on Mondays and on the last day of the month. It should be researched and annotated as soon as possible and a copy of the annotated report faxed to DFAS by Noon on Wednesday of each week. The listing must be worked in a timely manner due to the prompt payment act. The Prompt Payment Act states in part all invoices must be paid within 30 days or returned to the contractor within 7 days of receipt or interest must be paid by the government.
SOURCE OF DATA:	Data Base
FREQUENCY:	Weekly (each Monday and last day of each month)
RETENTION:	Determined Locally
SORT SEQUENCE:	Terminal Digit
TOTALS:	Totals of invoices awaiting origin/plant DD For 250 for each CAO. Summary includes total of invoices awaiting origin/DD Form 250s.

b. Report Format

```

*****
REPORT NUMBER      UYFD      17          DATE      96   MAY   28          CAO CODE WG          PAGE      1
INVOICES Awaiting ORIGIN/PLANT DD250
S L CONTR/PIIN SPIIN/PARTL  --DISCOUNT INFORMATION-- DATE INVOICE A DPE SHIPMENT INVOICE DS I PROCESS R
V C BY ACT FY T SN CALL SP/MD MONETARY $ CD/DATE RATE DY RECD AMOUNT NBR NBR          NBR          D DATE    C
MA INC              I96168
NWG N00104 95 P TVOO      AP          .00 96135          96138          50.10 382070 TRA0450      60450 T 1 05/21/96 A
A Z E SUPPLY CO INC
SWG SP0700 96 D 3001 0005 .00 96145 00.50 1096145 16,802.00 385777 AZE0004Z      2559D E 2 05/28/96 A
IN-SPECK CORP      I 96171
NWG N00104 94 G 7402 5307 .00 96137 01.00 1096141 1,626.00 382611 ICK0006      9109 E 2 05/22/96 A
NWG N00104 94 G 7402 5341 .00 96122 01.00 1096127      626.25 375468 ICK0006      9092 E 2 05/08/96 A
TORWICO ELECTRONICS
SWG SP0905 96 M 4007      .00 96138 00.50 1096145 1,802.00 385764 TEL0001 T41468 E 2 05/28/96 A
SWG SP0905 96 M 4007      .00 96138 00.50 1096145      771.48 385768 TEL0005Z T41472 E 2 05/28/96 A
SWG SP0905 96 M 4007      .00 96138 00.50 1096145      321.34 385767 TEL0004 T41471 E 2 05/28/96 A
SWG SP0905 96 M 4007      .00 96138 00.50 1096145      321.45 385766 TEL0003 T41470 E 2 0 5/28/96A
SWG SP0905 96 M 4007      .00 96138 00.50 1096145      321.45 385765 TEL0002 T41469 E 2 05/28/96 A
FLUIDDYNE CORP I96172
NWG N00104 94 G 7309 0040 .00 96131 01.00 1096142 1,701.00 383445 FDC0002      00402 E 2 05/22/96 A
NWG N00104 94 G 7309 0040 .00 96131 01.00 1096142 1,701.00 383445 FDC0006      00403 E 2 05/08/96 A
NWG N00104 94 G 7309 0040 .00 96131 01.00 1096142 1,701.00 383445 FDC0006      00401 E 2 05/22/96 A
*****

```

FIGURE 1.10.5-8

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>										
SV	SERVICE - This is the department code assigned to the contract.										
LC	CAO Organization Code.										
CONTR/PIIN	CONTRACTOR NAME/PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Directly below the name is the contract number divided as follows:										
	<table> <tr> <th><u>FIELD</u></th><th><u>DESCRIPTION</u></th></tr> <tr> <td>BY ACT</td><td>Buying Activity Code</td></tr> <tr> <td>FY</td><td>Fiscal Year</td></tr> <tr> <td>T</td><td>Identifies when Interest will be Due</td></tr> <tr> <td>SN</td><td>Serial Number</td></tr> </table>	<u>FIELD</u>	<u>DESCRIPTION</u>	BY ACT	Buying Activity Code	FY	Fiscal Year	T	Identifies when Interest will be Due	SN	Serial Number
<u>FIELD</u>	<u>DESCRIPTION</u>										
BY ACT	Buying Activity Code										
FY	Fiscal Year										
T	Identifies when Interest will be Due										
SN	Serial Number										
SPIIN CALL	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - The four position number identifying an order (if ninth position of the PIIN is an A, D, or G).										
PARTL SP/MD	PARTIAL SP/MD - A two or three position internal DFAS code.										
DISCOUNT	The discount information as contained in the contract or invoice. Discount information is broken as follows:										
	<table> <tr> <th><u>FIELD</u></th><th><u>DESCRIPTION</u></th></tr> <tr> <td>MONETARY \$</td><td>Dollar amount of any monetary discount.</td></tr> <tr> <td>CD/DATE</td><td>Date on invoice</td></tr> <tr> <td>RATE</td><td>Decimal rate of any percentage discount</td></tr> <tr> <td>DY</td><td>Discount Period in days.</td></tr> </table>	<u>FIELD</u>	<u>DESCRIPTION</u>	MONETARY \$	Dollar amount of any monetary discount.	CD/DATE	Date on invoice	RATE	Decimal rate of any percentage discount	DY	Discount Period in days.
<u>FIELD</u>	<u>DESCRIPTION</u>										
MONETARY \$	Dollar amount of any monetary discount.										
CD/DATE	Date on invoice										
RATE	Decimal rate of any percentage discount										
DY	Discount Period in days.										
DATE RECD	DATE RECEIVED - This is the Julian date invoice was received by DFAS.										
INVOICE AMOUNT	Total dollar amount shown on the invoice.										
ADPE NBR	A six position number assigned by the Invoice Control Group at DFAS upon receipt of invoice.										

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
SHIPMENT NBR	SHIPMENT NUMBER - The invoice pertains to, shown on invoice. Shipment numbers beginning with MOD, ACO, REF, ZZZ, BVN, should be ignored. These are not valid shipment numbers, they are numbers assigned by DFAS.
INVOICE NBR	Contractor assigned invoice number.
DS	DOCUMENT SUPPORT - Identifies the document support provided with the invoice.  E - Evidence of Shipment Attached P - Parcel Post Billing T - Transportation Charges
ID	INVOICE DOCUMENT - Types of invoice document:  1 - Commercial Invoice 2 - DD Form 250 3 - SF 1034 4 - DD Form 1195 8 - Postage and/or Trans. Invoice 9 - Transportation Trailer Record
PROCESS DATE	The date the invoice was coded A.
RC	Reason Code for the invoice. Always A on this report.

The UYFD17 Report will be annotated by the CAO Terminal with a 2-3 position code. The first position will indicate area, e.g., R indicates Recycling Record, F indicates DFAS, and T indicates CAO Terminal. The second position will indicate reason for being on A List. An R will be added on to the 2 position code if it is a repeat of the previous weeks annotation. DFAS will take action, based on the annotations provided.

TABLE: The following table provides a list of codes the CAO Terminal will use when annotating the UYFD17 Report and a brief summary of the actions DFAS will take, based on those annotations.

<u>CODE</u>	<u>EXPLANATION</u>	<u>ACTIONS</u>
RA - Recycling Record, Acceptance Code		No actions taken by DFAS, CAO Terminal should clear recycling record in accordance with the DD Form 250 Recycling Awaiting Action Procedures.
RI - Recycling Record, CLIN		
RP - Recycling Record, PIIN/SPIIN		
RS - Recycling Record, Ship-To/Mark-For		
RO - Recycling Record, Other		

<u>CODE</u>	<u>EXPLANATION</u>	<u>ACTIONS</u>
FA -	Acceptance Processed by DFAS	DFAS will research for
FC -	Contract Not in Section 1	duplicate invoice. DFAS will
FP -	All items previously accepted	reopen contract, DCMC or DFAS
FW -	Contractor shipped w/o	will move contract back to
	Acceptance	section 1. DFAS will recode
FV -	Contract Closed	invoice or return invoice to
FO -	Other, Reason Annotated	contractor.
TR -	DD250 Returned by CAO Terminal	DFAS will return invoice to
TM -	DD250 Not Received by CAO	contractor.
	Terminal	
TS -	DD250 Previously Processed	DFAS will research for
TN -	DD250 Received/Not processed	duplicate. No action taken
TE -	DD250 Input error	by DFAS. CAO should process
TA -	DD250 Processed After 'A'	or correct DD Form 250 Input.
	List Date	
TO -	Other, Reason Annotated	

The following instructions are provided for working the UYFD17, Invoices Awaiting Origin/Plant DD Form 250 Report.

<u>STEP</u>	<u>ACTION</u>									
1	Receive UYFD17, Invoices Awaiting Origin/Plant DD Form 250 Report Weekly/Monday.									
2	Annotate UYFD17 list with remarks from previous week report.									
3	Review UYFD17 Listing for any fabricated shipment numbers, e.g. REF---, TRA---, ACO---, TER---, ADD---, SER---, MOD---, PCO---, SUP. Put in the code "FO-Fabricated Shipment so DFAS can recode the invoice.									
4	Review listing for any contract numbers requiring a SPIIN or Call Order.									
	<table> <thead> <tr> <th><u>If ninth position contract # is</u></th> <th><u>And the listing</u></th> <th><u>Then</u></th> </tr> </thead> <tbody> <tr> <td>A, D, G, or H</td> <td>Does not show a SPIIN</td> <td> <ul style="list-style-type: none"> <li>- Do not research.</li> <li>- Annotate UYFD17 Report 'FO' - MISSING SPIIN'. DFAS will correct input or return invoice to contractor.</li> </ul> </td> </tr> <tr> <td>A, D, G, or H</td> <td>Shows SPIIN</td> <td> <ul style="list-style-type: none"> <li>- Go to step 5.</li> </ul> </td> </tr> </tbody> </table>	<u>If ninth position contract # is</u>	<u>And the listing</u>	<u>Then</u>	A, D, G, or H	Does not show a SPIIN	<ul style="list-style-type: none"> <li>- Do not research.</li> <li>- Annotate UYFD17 Report 'FO' - MISSING SPIIN'. DFAS will correct input or return invoice to contractor.</li> </ul>	A, D, G, or H	Shows SPIIN	<ul style="list-style-type: none"> <li>- Go to step 5.</li> </ul>
<u>If ninth position contract # is</u>	<u>And the listing</u>	<u>Then</u>								
A, D, G, or H	Does not show a SPIIN	<ul style="list-style-type: none"> <li>- Do not research.</li> <li>- Annotate UYFD17 Report 'FO' - MISSING SPIIN'. DFAS will correct input or return invoice to contractor.</li> </ul>								
A, D, G, or H	Shows SPIIN	<ul style="list-style-type: none"> <li>- Go to step 5.</li> </ul>								

STEPACTION

5

Check the DD Form 250 Recycling Awaiting Action Report, UNMC140A, to see if the shipment is recycling.

If PIIN/SPIIN/SHPNO is on Recycle List,

- Annotate UYFD17 Report with one of the following codes:

CODEREASON

RA - Recycling for Acceptance Code

RI - Recycling for CLIN

RP - Recycling for PIIN/SPIIN

RS - Recycling for Ship-To/Mark-For

RO - Recycling for Other Reason (Specify Reason)

- Go on to next A coded invoice.

If it is not on Recycle, Go to Step 6

6

Perform an online inquiry to determine if the shipment DD Form 250 has been processed. See Shipment Data Inquiry Procedures, for instructions on performing online inquiry.

If DD250 was

Then

Processed

- Check the CHAIN-CD field for status of shipment record.

If

CHAIN CD

THEN

P, Q, or M - Annotate UYFD17 Report with:  
TS and date processed if before date of report.

or

TA and date processed if processed after date of report.

R

- Means record is recycling.  
Go back to step 5.

Z

- Means the record was deleted for reasons of correction or to be returned to contractor.  
- Check for a corrected record, and input if necessary.  
Annotate report TE and date of corrections.  
- If DD Form 250 was returned to contractor, annotate report TR and date of return. Annotate FW if returned because contractor shipped w/o source acceptance.

<u>STEP</u>	<u>ACTION</u>						
7	<p>Check DD Form 250 files, unprocessed DD Form 250s, and rejected DD Form 250 files for a matching DD Form 250 awaiting processing.</p> <table> <tr> <td><u>If DD250</u></td><td><u>Then</u></td></tr> <tr> <td>Found</td><td> <ul style="list-style-type: none"> <li>- Process DD250.</li> <li>- Annotate UYFD17 Report, 'TA' and date.</li> </ul> </td></tr> <tr> <td>Not Found</td><td> <ul style="list-style-type: none"> <li>- Go to Step 8.</li> </ul> </td></tr> </table>	<u>If DD250</u>	<u>Then</u>	Found	<ul style="list-style-type: none"> <li>- Process DD250.</li> <li>- Annotate UYFD17 Report, 'TA' and date.</li> </ul>	Not Found	<ul style="list-style-type: none"> <li>- Go to Step 8.</li> </ul>
<u>If DD250</u>	<u>Then</u>						
Found	<ul style="list-style-type: none"> <li>- Process DD250.</li> <li>- Annotate UYFD17 Report, 'TA' and date.</li> </ul>						
Not Found	<ul style="list-style-type: none"> <li>- Go to Step 8.</li> </ul>						
8	<p>Verify the contract is open by performing an online inquiry of the Administrative Data Record and reviewing the CAR-SEC-NO.</p> <table> <tr> <td><u>CAR-SEC-NO</u></td><td><u>Then</u></td></tr> <tr> <td>1</td><td> <ul style="list-style-type: none"> <li>- Means the contract is in an open status.</li> <li>- Annotate the UYFD17 Report, TM and date. This will tell DFAS to return the invoice to the contractor due to nonreceipt of shipping document.</li> </ul> </td></tr> <tr> <td>2, 3, 4, or 5</td><td> <ul style="list-style-type: none"> <li>- Means the contract is shipped complete, inactive, in litigation, in audit, or closed.</li> <li>- Annotate UYFD17 Report FO and indicate CAR-SEC Number. This will tell DFAS to research invoice</li> </ul> </td></tr> </table>	<u>CAR-SEC-NO</u>	<u>Then</u>	1	<ul style="list-style-type: none"> <li>- Means the contract is in an open status.</li> <li>- Annotate the UYFD17 Report, TM and date. This will tell DFAS to return the invoice to the contractor due to nonreceipt of shipping document.</li> </ul>	2, 3, 4, or 5	<ul style="list-style-type: none"> <li>- Means the contract is shipped complete, inactive, in litigation, in audit, or closed.</li> <li>- Annotate UYFD17 Report FO and indicate CAR-SEC Number. This will tell DFAS to research invoice</li> </ul>
<u>CAR-SEC-NO</u>	<u>Then</u>						
1	<ul style="list-style-type: none"> <li>- Means the contract is in an open status.</li> <li>- Annotate the UYFD17 Report, TM and date. This will tell DFAS to return the invoice to the contractor due to nonreceipt of shipping document.</li> </ul>						
2, 3, 4, or 5	<ul style="list-style-type: none"> <li>- Means the contract is shipped complete, inactive, in litigation, in audit, or closed.</li> <li>- Annotate UYFD17 Report FO and indicate CAR-SEC Number. This will tell DFAS to research invoice</li> </ul>						
9	<p>After researching report and annotating each invoice shown on the listing, FAX a copy of the annotated report to DFAS.</p> <p>NOTE: The annotated copy of the UYFD17 Report must be FAXED to DFAS by Noon on Wednesday of each week.</p>						